Oregon State University OSU

Reset Form

Office of Business Affairs

Inter-Institutional Transaction Journal Voucher Request

Select the correct Chart of Accounts (COA) for this transaction between OSU and:

- ☐ U of O - B
- ☐ PSU - D
- ☐ WOU - E
- ☐ SOU - F
- ☐ EOU - G
- ☐ OIT - H
- ☐ OUS Divisions - K

Business Affairs Use Only

Document #: _____

Date Entered: _____

Description: _____

* Description field limited to 33 characters

Purpose of transaction (be specific - these notes will be included in FOATEXT):

Note: Inter-Institutional JVs represent internal transactions. The appropriate internal fees and account codes must be applied.

COA	INDEX	FUND	ORGN	ACCT	PROG	ACTIVITY	DEBIT	CREDIT
						Hash Total		

Prepared by: _____ Date: _____

Department: _____ Phone #: _____

Approved by: _____ Business Center: _____

Signature: _____ Date: _____

Send completed form to Business Affairs - Financial Accounting and Analysis, B100 Kerr Administration

Revised 04/11/2012