“How to Process ...”

Journal Voucher

The following steps should be followed when completing/processing a Journal Voucher:

- The department should complete the [Journal Voucher Form](#).
- The reference number of a Journal Voucher should contain the original payment Voucher number.
- Enter the Vendor ID & name
- Provide justification for the correction
- All authorized signatures must be obtained. If applicable, the department to be charged should also sign the document.
- Enter the amount, account, fund, and department numbers, as well as appropriate program or project numbers. (If you have questions regarding the proper Account to use, contact Procurement & Payment Services or refer to the Account Code Listing.)
- Debit and credit amounts on the form should be equal.
- Sufficient funds should be available in the fund to cover the expenditure.
- Compliance with all university policies pertaining to expenditures of funds should be followed.

To make a correction to a Journal Voucher that has already been processed:

- Submit a completed Journal Voucher form detailing the corrections to Procurement & Payment Services
- Include the reference number of the original Voucher being corrected.