

## JOURNAL ENTRY TRANSFER

DATE: \_\_\_\_\_

AMOUNT: \_\_\_\_\_

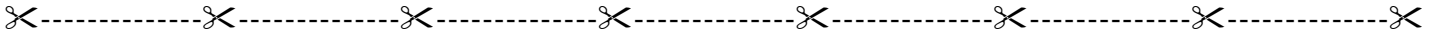
|   |  |
|---|--|
| <b>EXPENSE TRANSFER:</b>                      |  |
| TRANSFER EXPENSE FROM: _____                  |  |
| (account where expense is currently / CREDIT) |  |
| TRANSFER EXPENSE TO: _____                    |  |
| (account where expense should be / DEBIT)     |  |

|  |  |
|--|--|
| <b>REVENUE TRANSFER:</b>                     |  |
| TRANSFER REVENUE FROM: _____                 |  |
| (account where revenue is currently / DEBIT) |  |
| TRANSFER REVENUE TO: _____                   |  |
| (account where revenue should be / CREDIT)   |  |

REASON FOR TRANSFER: \_\_\_\_\_

REFERENCE FOR INITIAL TRANSACTION (VOUCHER, CASH RECEIPT, or INVOICE #): \_\_\_\_\_

AUTHORIZED SIGNATURE (REQUIRED): \_\_\_\_\_  
(signatory for account where expense is being charged to, or revenue is being moved from)



## JOURNAL ENTRY TRANSFER

DATE: \_\_\_\_\_

AMOUNT: \_\_\_\_\_

|   |  |
|---|--|
| <b>EXPENSE TRANSFER:</b>                      |  |
| TRANSFER EXPENSE FROM: _____                  |  |
| (account where expense is currently / CREDIT) |  |
| TRANSFER EXPENSE TO: _____                    |  |
| (account where expense should be / DEBIT)     |  |

|  |  |
|--|--|
| <b>REVENUE TRANSFER:</b>                     |  |
| TRANSFER REVENUE FROM: _____                 |  |
| (account where revenue is currently / DEBIT) |  |
| TRANSFER REVENUE TO: _____                   |  |
| (account where revenue should be / CREDIT)   |  |

REASON FOR TRANSFER: \_\_\_\_\_

REFERENCE FOR INITIAL TRANSACTION (VOUCHER, CASH RECEIPT, or INVOICE #): \_\_\_\_\_

AUTHORIZED SIGNATURE (REQUIRED): \_\_\_\_\_  
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