

Journal Entry #		
Abbreviated Description:	Common Text Charges	
Prepared by:	Dani McCoy	
Date Prepared:	4/17/2018	
Approved by:		
Date Approved:		
Additional Description (if needed):		
Entered by:		Date Entered
Reviewed by:		Date Reviewed

### JOURNAL ENTRY

[Use for expenses that have already been processed through the General Ledger]

Shaded Areas are for Business Office Use Only.	
Date To Use For Journal Entry:	4/17/2018

ORGANIZATION NAME	Organization Number	Account Number	Activity Code	AMOUNT
Debits [Increases in Expenses]	2579			148.41
Credits [Decreases in Expenses]	2090	6320		148.41
<b>Document Total: (= +debit +credit)</b>				

#### Brief explanation and attach any supporting documents:

We ordered 60 copies of the common text for faculty and RAs/RDs. 25 of those books are funded by Residence Life (Bittner Hall). Due to the nature of ebay and the way the charges came in, journal entry seemed to be the easiest way to process payment. Attached is the receipt from ebay. The highlighted books are the books used to calculate the total above.