PEABODY PUBLIC SCHOOLS

DATE SUBMITTED: _____

COST CENTER: _____

JOURNAL ENTRY WORKSHEET

| X | | ADJUSTING JOURNAL ENTRY (AJE) |

DEBIT TO / TRANSFER TO ACCOUNT	ACCOUNT DESCRIPTION	AJE = DEBIT
	TOTAL DEBITS:	**$0.00**

CREDIT TO / TRANSFER FROM ACCOUNT	ACCOUNT DESCRIPTION	AJE = CREDIT
	TOTAL CREDITS:	**$0.00**
	BALANCE +/(-):	$0.00

REASON FOR ENTRY:

_____

_____

REQUESTED BY: _____

SUPPORTING DOCUMENTATION:

ADMIN FINANCIAL REPORT: ☐

VENDOR QUOTE SHEET: ☐

APPLICABLE EMAIL(S): ☐