

JOURNAL ENTRY FORM

For assistance in using this form, email the Procurement and payables Team at ePayHelp@rfcuny.org (attach Journal Entry Form).

Payee

Name _____ Email _____

Address _____ State _____ Zip _____

Transfer PRSY Account Number	Object Code (if known)	Amount
1. From: PRSY - -	OC	_____
2. To: PRSY - -	OC	

If more than two accounts are being used for payment, please contact the Procurement and Payables Team first for guidance and assistance in submitting your payment request.

Certification

Account Certification

By checking the box above, I am certifying that I am the above referenced Project Director and that I am authorizing the expenditure of funds for above referenced Account, in amounts stated herein. I further certify that the goods, services, and/or expenses being authorized for payment have been received, rendered or incurred to my satisfaction and are appropriate costs for this account.

Project Director _____ Phone _____

Email Address _____ Date _____

Comments or Special Instructions

RF P&P Approval _____ Date _____

Submit the completed form by to Journal_Entries@rfcuny.org. Make sure to attach all documents and backups. Failure to do so will delay the processing of your payment request.