# Heidelberg College

## Business Office

J00 _____

☐ Journal Entry Request

☐ Budget Transfer Request

☐ Temporary ☐ Permanent

**NOTE:** Fill out the form online, print, and send it to Barb Gabel

| Fund Code 4 digits | Org. Code 5 digits | Acct. Code 5 digits | Program Code 2 digits | Location Code 4 digits | Debit | Credit |
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Expenses-Debits increase expenses; credits decrease expenses
Revenue-Debits decrease revenue;credits increase revenue

**TOTALS:**

**Hash Total:** _____

**Description:**

**Requested by:** _____ **Date:** _____