



Inter-Institutional Journal Voucher Procedures

Effective Date:

This procedure is effective starting January 3rd, 2011.

Purpose:

The purpose of this procedure is to ensure standardization in the way in which inter-institutional JVs are done in order to create less confusion and a more cohesive inter-institutional program. An Inter-institutional journal voucher reflects a transaction between an institution within the Oregon University System (OUS system) and PSU. This also includes transactions between the Chancellor's Office and PSU. All Inter-Institutional JVs should be processed centrally by the Departmental Accounting office in BAO once the Inter-institutional JV Request Form has been completed.

Procedure:

All departments wishing to have an inter-institutional journal voucher created, need to complete the Inter-Institutional Journal Voucher Request form found on the BAO website at: www.pdx.edu/bao.

Forms need to be fully completed with the following items filled out:

- Which institution the transaction is taking place with
- PSU's contact name and phone number
- Other institution's contact name and phone number
- Accounting information for the debit and the credit
- Business purpose of the transaction
- Departmental approval signature as well as printed name, title, and date

Forms also need to come attached with an invoice or similar document from either PSU or the other institution, depending on which institution is creating the charge. It is also critical that if the other institution is requesting that PSU charge their index and account, that there is supporting written documentation attached authorizing the charge and the accounting information from where they want the charge to come out from.

It is important to note that if the inter-institutional JV request is coming out of a grant, the journal voucher request form needs to first route through the Research and Strategic Partnerships Office (RSP) and then to Departmental Accounting.

If the request form is incomplete in any way, Departmental Accounting will return the form to the PSU contact listed on the form. This may delay the amount of time it takes for the request to be processed. The monthly deadline to submit the IIT JV Request forms is the second working day of each month. The specific dates for each closing period can be found on the Monthly Closing Schedule on the BAO website.