



INTER-INSTITUTIONAL JOURNAL VOUCHER REQUEST

Transaction between PSU and: <input type="checkbox"/> U of O – B <input type="checkbox"/> EOU – G <input type="checkbox"/> OSU – C <input type="checkbox"/> OIT - H <input type="checkbox"/> WOU – E <input type="checkbox"/> OUS Divisions – K <input type="checkbox"/> SOU – F		Contact Name	Phone No.
	PSU		
	Other OUS Institution		

Accounting Information: *Please fill out at least two lines (one for credit and one for debit entry)*

COA	Index	Fund	Orgn	Acct	Prog	Activity	Debit	Credit

Business purpose of transaction: _____

I certify that the information listed above has been reviewed by me and is accurate, allowable, and appropriate. It is within my budgetary authority to approve this fund transfer.

Departmental Approval **Date**

Print Name & Title – REQUIRED

BAO Use Only	BAO Approval	RA Approval (Grant only)
Required Attachments: <input type="checkbox"/> Invoice or similar documentation <input type="checkbox"/> Written approval from the other OUS institution (if this request is to charge their index)	<div style="border-bottom: 1px solid black; height: 15px; margin-bottom: 5px;"></div> <div style="display: flex; justify-content: space-between;"> Signature Date </div> <div style="border-bottom: 1px solid black; height: 15px; margin-bottom: 5px;"></div> <div style="text-align: center;">Print Name & Title - REQUIRED</div>	<div style="border-bottom: 1px solid black; height: 15px; margin-bottom: 5px;"></div> <div style="display: flex; justify-content: space-between;"> Signature Date </div> <div style="border-bottom: 1px solid black; height: 15px; margin-bottom: 5px;"></div> <div style="text-align: center;">Print Name & Title - REQUIRED</div>