

# CBO JV/IDJ Request Form

**IDJ - (Journals) Used to record all non-transfer Journal entries between two separate departments. This includes reimbursements, corrections and reclassification.**

**JV - (Journal Vouchers) Used to move funds to/from projects that have been identified as being placed on the incorrect project/phase.**

Transaction Type: \_\_\_\_\_ Date Requested: \_\_\_\_\_

IDJ

JV

Project/Phase to be charged (move to) \_\_\_\_\_ Amount \_\_\_\_\_

Project/Phase to be paid (moved from) \_\_\_\_\_ Amount \_\_\_\_\_

Customer Contact: \_\_\_\_\_ Biller (You) Contact: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_ Email: \_\_\_\_\_

Reason for Request: \_\_\_\_\_

Transaction description:

- Reassign Phase (revenue moved)     
  Correct Project/Phase     
  Correct Account Code  
 Correct Service Unit Billing     
  Close Out Termed Phase     
  Other

JV Transactions:

**More than 5 lines please attach separate spreadsheet with request**

Acct Code	Reference	Line Description	Amt
			<input type="checkbox"/> Partial Pmt
			<input type="checkbox"/> Partial Pmt
			<input type="checkbox"/> Partial Pmt
			<input type="checkbox"/> Partial Pmt
			<input type="checkbox"/> Partial Pmt
Total:			_____

**JV'S REQUESTED AFTER THE 26<sup>TH</sup> OF THE MONTH WILL BE PROCESSED IN THE NEXT MONTH**