

# City of Bristol Virginia



Please complete the highlighted sections

Date:

## Budget Transfer/Journal Entry Form

This form needs to be printed and submitted to the Finance Department via inter office mail

SUBMITTED BY

1a	<b>Name</b>	
1b	<b>Department</b>	

2. Select Journal Entry Type Below:

- ☐ Budget Transfer  
☐ Journal Entry

GL Number	Description	Debit	Credit
Journal Entry Totals		\$ -	\$ -

4. Provide an Explanation for the Journal Entry in the Space Provided Below:

5. Signature Approval

Approver must have budget authority for the department code being adjusted.	<div>SIGN HERE</div>	
Approval Signature	Date	Phone Number

Please attach the required documentation and send to the Finance Office