



# 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

**3.**

GL Number	Description	Debit	Credit
<b>Journal Entry Totals</b>		\$ -	\$ -

**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.		
Approval Signature	Date	Phone Number

**Please attach the required documentation and send to the Finance Office**