



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	Name	
1b	Department	

2. Select Journal Entry Type Below:

- Budget Transfer
 Journal Entry

3.

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.

SIGN HERE

Approval Signature

Date

Phone Number

Please attach the required documentation and send to the Finance Office