

**Williams College - Controller's Office
Journal Entry Form**

PSAccount: Fund: Dept ID: Proj/Grnt: **Debit** Amount:

Description of **Debit**:

PSAccount: Fund: Dept ID: Proj/Grnt: **Credit** Amount:

Description of **Credit**:

Detailed explanation for transaction:

PSAccount: Fund: Dept ID: Proj/Grnt: **Debit** Amount:

Description of **Debit**:

PSAccount: Fund: Dept ID: Proj/Grnt: **Credit** Amount:

Description of **Credit**:

Detailed explanation for transaction:

Requested by:

Manager of Account being Charged:

Signature: _____

Signature of Manager: _____

Date:

Date:

Controller's Office Approval Only: _____ Date: _____