

JOURNAL VOUCHER (JV) Tip Sheet

What to submit for a JV transfer

INTER- and INTRA-DEPARTMENT Transfers:

1. Always provide the following:

Your name (with email & lab name, if lab member)
Speedchart
Description of Expense, or Account Code/Name (see #2 also)
Amount of reimbursement or payment

2. Include a description of the purpose for this transfer – is it support toward a seminar speaker, for part of a maintenance agreement, for tech services rendered, to reimburse a purchase of lab or other supplies, etc.?

3. Provide appropriate back up:

Support for a particular expense, agreed to by both parties –any email or letter showing the agreement &/or correspondence including the agreement details.

Services rendered – a final invoice, showing Payee, Date(s) and Description of Service, and Total Cost of services.

Supplies – Paid Invoice &/or FMS (online) Ledger page showing expense paid by Payee.

4. If not already shown on back up (#3), provide Speedchart and Account Code the Payee would like the credit to go into.

OR, If the Payee wishes to fill in his or her own information, the signed JV will be sent to that person instead of directly to UBC Finance.

5. Always fill in the Total for both columns (Debit & Credit). The totals must match exactly.

6. If you are paying, after JV is signed, keep the Yellow page with a copy of backup for your files. If you are the Payee, photocopy the signed JV with backup instead.

Contact Virginia (2-2766) or Ava (7-4931) for assistance, if needed.