SPECIAL DISTRICT JOURNAL ENTRY FORM

King County

Department of Executive Services
Finance & Business Operations Division
Financial Management Section
ADM-ES-0653
500 4th Ave
Seattle, WA 98104
GL.OracleEBS@kingcounty.gov

Please complete the form, print, sign, scan a copy, and send it to GL.OracleEBS@kingcounty.gov.

ACCOUNT INFORMATION

Ledger: KC Global | Category: Interfund Transfers | Source: Manual

Currency: USD | Accounting Date (MM/DD/YY):

REQUESTOR INFORMATION

Line	Fund (9 digits)	Project (7 digits)	Cost Center (6 digits)	Account (5 digits)	Bars (7 digits)	Future (5 digits)	Disbursement	Receipt
1		0000000	000000		0000000	00000		
2		0000000	000000		0000000	00000		
3		0000000	000000		0000000	00000		
4		0000000	000000		0000000	00000		
5		0000000	000000		0000000	00000		
6		0000000	000000		0000000	00000		
Note: Amounts must be positive numbers. The total debit must equal the total credit.						Total		

Explanation/Description

CONTACT INFORMATION Typed or Printed

Contact Name: | Organization:

Email: | Phone #: | Ext:

AUTHORIZATION

Certification for Payment (By Authorized Signer) RCW 42.24.080
I hereby certify that I have the authority over the funds listed above and authorize the transaction.

Approved by _____ Title _____ Date _____

Print Name _____ Phone # _____ Email _____

FOR OFFICIAL USE ONLY

Date Entered: | Entered By: | Document #:

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