

Department _____

Acct. No. _____

Requisition No. _____ Date _____

Morehead State University On-Campus Transaction

Journal Entry No. _____

Purchase Order No. _____

Purpose of Transaction (check only one): <input type="checkbox"/> On-Campus Purchase <input type="checkbox"/> In Kind Voucher	For On-Campus Purchase Requisitions																											
Journal Entry: <input type="checkbox"/> Budget Adjustment <input type="checkbox"/> General Ledger	<table style="width: 100%; border: none;"> <tr> <td style="width: 33%; border: none;"><input type="checkbox"/> Bulk Mail Postage</td> <td style="width: 33%; border: none; text-align: center; color: red;">10_00000000_4071040 10_00</td> <td style="width: 33%; border: none;"><input type="checkbox"/> Maintenance/Warehouse 1065834350776</td> </tr> <tr> <td style="border: none;"><input type="checkbox"/> Vending</td> <td style="border: none;"></td> <td style="border: none;"><input type="checkbox"/> Document Services/Printing 1067818250793</td> </tr> <tr> <td style="border: none;"><input type="checkbox"/> Concessions</td> <td style="border: none;"></td> <td style="border: none;"><input type="checkbox"/> Document Services/Convenience Copiers 1067818250792</td> </tr> <tr> <td style="border: none;"><input type="checkbox"/> Food Services</td> <td style="border: none;"></td> <td style="border: none;"><input type="checkbox"/> Document Services/Office Supplies 1067818250794</td> </tr> <tr> <td style="border: none;"><input type="checkbox"/> Guest Rooms</td> <td style="border: none;"></td> <td style="border: none;"><input type="checkbox"/> University Marketing/Photo Services 1000000040724</td> </tr> <tr> <td style="border: none;"><input type="checkbox"/> Housing</td> <td style="border: none;"></td> <td style="border: none;"><input type="checkbox"/> Testing Center 1000000040611</td> </tr> <tr> <td style="border: none;"><input type="checkbox"/> Maintenance/General Services</td> <td style="border: none;"></td> <td style="border: none;"><input type="checkbox"/> TV Productions 1000000040745</td> </tr> <tr> <td style="border: none;"><input type="checkbox"/> Maintenance/Recharges</td> <td style="border: none;"></td> <td style="border: none;"><input type="checkbox"/> University Store 1000000010208</td> </tr> <tr> <td style="border: none;"><input type="checkbox"/> _____</td> <td style="border: none;"></td> <td style="border: none;"><input type="checkbox"/> _____</td> </tr> </table>	<input type="checkbox"/> Bulk Mail Postage	10_00000000_4071040 10_00	<input type="checkbox"/> Maintenance/Warehouse 1065834350776	<input type="checkbox"/> Vending		<input type="checkbox"/> Document Services/Printing 1067818250793	<input type="checkbox"/> Concessions		<input type="checkbox"/> Document Services/Convenience Copiers 1067818250792	<input type="checkbox"/> Food Services		<input type="checkbox"/> Document Services/Office Supplies 1067818250794	<input type="checkbox"/> Guest Rooms		<input type="checkbox"/> University Marketing/Photo Services 1000000040724	<input type="checkbox"/> Housing		<input type="checkbox"/> Testing Center 1000000040611	<input type="checkbox"/> Maintenance/General Services		<input type="checkbox"/> TV Productions 1000000040745	<input type="checkbox"/> Maintenance/Recharges		<input type="checkbox"/> University Store 1000000010208	<input type="checkbox"/> _____		<input type="checkbox"/> _____
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Distribution: On Campus Purchase/Encumbrance, 3 copies Journal Entry, 2 copies Budget Adjustment, 2 copies																												

Use With Other Transactions			Use This Section for On-Campus Purchases and to Explain Other Transactions				
Account Number	Debit	Credit	Est. Cost	Description/Item Number	Quantity	Unit Price	Actual Cost

Totals				Totals			

Vendor	Departmental Block	Accounting & Budgetary Control	Office of Budgets (Budget Adjustment Only)	President's Office Block (Budget Adjustment Only)
Authorizing Signature	Authorizing Signature	Authorizing Signature	Authorizing Signature	Authorizing Signature
Date Service Rendered	Received By	Operator's Initials	Date	Date
Comments	Comments	Comments	Comments	Comments