

**JOURNAL VOUCHER (JV) EXPLANATION**

**CONTACT INFORMATION:**

**JV #** \_\_\_\_\_

Preparer Name:	Campus Address:
Department:	
Telephone:	

**PLEASE COMPLETE THE QUESTIONS BELOW AND SUBMIT WITH YOUR JV, ALONG WITH APPROPRIATE SIGNATURES AND BACKUP DOCUMENTATION:**

1. What was the error?

2. When did the error occur?

3. If the expense is older than 120 days, please explain (in detail) the extenuating circumstances for delay in making this necessary correction.

4. How did the error occur?

5. What steps have been put in place to prevent this error from occurring again?

6. If charging grant, how does the expense benefit the project?