

SECTION A – FEDUNI AUTHORISED DELEGATE TO COMPLETE

Requester name		Faculty/ Directorate			
Transfer from					
Source Code	Faculty / Directorate	Account code	Department code	Project code	Amount
Transfer to					
	Faculty / Directorate	Account code	Department code	Project code	Amount
Full description of journal purpose					
Are you the financial delegate of the Faculty/Directorate where funds are being debited from?			Approved for payment by Financial Delegate		
Yes No					

SECTION B – FINANCE TO COMPLETE

Journal ID	Account	Department / Project	GST Code	\$
Date Processed				
Has workflow approval been initiated via myFinance?	Yes No			
Processed by				Total

PLEASE REMIT COMPLETED FORM VIA A SERVICE NOW REQUEST