



Journal Entry / PET Request

JE PET Date to Front Office: _____

Requester Name: _____

*** * * Please include financial detail report highlighting charges to be moved * * ***

Journal Entry (JE)

Transaction Date: _____

Speedtype (from): _____ Account: _____ Amount: _____

Speedtype (to): _____ Account: _____ Amount: _____

Payroll Expense Transfer (PET)

Employee Name: _____

Employee ID: _____ Work Study? Y N

Pay Period(s) to transfer: _____ (E.g. Jan-Mar Payroll 2018)

Speedtype (from): _____ Amount or Percentage: _____

Speedtype (to): _____ Amount or Percentage: _____

Speedtype (to): _____ Amount or Percentage: _____

Reason for JE / PET – Please justify the transfer*

*PET's greater than 180 days old require a written statement from the P.I. including:

1. How this benefits the project receiving the expense,
2. Why this project did not receive the charges when they first occurred, and
3. Why it took so long to initiate the transfer