Adjusting Journal Entry (AJE) Memo

Mat-Su Borough School District
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Palmer, AK 99645
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From (Preparer): _____ Initials _____

Through (Supervisor): _____ Initials _____

Memo Date: _____

Subject: _____

In the space below, please provide a detailed narrative to address the following questions, as applicable:

- Is your intent to transfer expenses that have already occurred?
  If not, please contact Budget & Finance to discuss completing a Budget transfer.
- What occurred that requires an Adjusting Journal Entry (AJE)?
- Is this AJE payroll related?
- Why did this error/change occur?
- What has happened in the past to this transaction?
- How is this transaction normally charged or processed?
- Does this require a system change through HR/Payroll or Purchasing for future transactions?
  If yes, who will you work with to ensure the change occurs?
- What is the position type affected (teacher, monitor, supervisor, etc.)?
- What does the position do?
- Does this affect grant funds?
- Is the quarter already closed?

Account Code	Debit (To)	Credit (From)
TOTAL:		

Additional lines are available on the back, if needed.

ACCT15 REV: 6/12/2019

Account Code	Debit (To)	Credit (From)
TOTAL:		

ACCT15 REV: 6/12/2019