

SPECIAL DISTRICT JOURNAL ENTRY FORM



Department of Executive Services
Finance & Business Operations Division
 Financial Management Section
 ADM-ES-0653
 500 4th Ave
 Seattle, WA 98104
 GL.OracleEBS@kingcounty.gov

Please complete the form, print, sign, scan a copy and send it to GL.OracleEBS@kingcounty.gov.

ACCOUNT INFORMATION

Ledger Category Source
 Currency Accounting Date (MM/DD/YY)

REQUESTOR INFORMATION

Line	Fund (9 digits)	Project (7 digits)	Cost Center (6 digits)	Account (5 digits)	Bars (7 digits)	Future (5 digits)	Disbursement (Enter Amount)	Receipt (Enter Amount)
1		0000000	000000		0000000	00000		
2		0000000	000000		0000000	00000		
3		0000000	000000		0000000	00000		
4		0000000	000000		0000000	00000		
5		0000000	000000		0000000	00000		
6		0000000	000000		0000000	00000		

Note: Amounts must be positive numbers. The total debit must equal the total credit. Total

Explanation/Description

CONTACT INFORMATION Typed or Printed

Contact Name Organization
 Email Phone # Ext

AUTHORIZATION

Approved by Title Date
 Print Name Phone # Email

FOR OFFICIAL USE ONLY

Date Entered Entered By Document #