

**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. Explain the reason for the JV submission.

2. When were the original charges posted in SAP?

3. If the expense is older than 120 days, please explain (in detail) the extenuating circumstances for the delay in the JV submission.  
**(REQUIRES A FORMAL EXCEPTION REQUEST MEMO TO THE MANAGER OF RESEARCH FINANCIAL SERVICES IN ADDITION TO THIS COMPLETED FORM)**

4. What events occurred that identified the need for this JV?

5. What additional measures have been put in place to ensure costs are charged appropriately?

6. If charging a grant, please explain in detail how this transaction specifically benefits this project.