Instructions:

Complete form and email to: procard@uni.edu

Category	List - Text:	**Chargebacks**
Source	List - Text:	**UNIA_Pro_Card**
Currency	List - Text:	**USD**
Accounting Date	List - Date:	**7/20/2004**
Journal Name	Text:	**(1) 39096psr072004 SmithJ**
Journal Description	Text:	**(2) Smith, John July 2004**

<-- Enter Today's Date (Example: 7/26/2004)

<-- Enter ORG Value, Preparer's Initials,MMDDYY, Cardholder's last n

<-- Enter Cardholder Name and Month Statement Due

Value A (see below) ***Value B (see be***

	Upl	Fund	Appropriation Year	Organization	Object	Program	Function	Activity	Line Number	Debit	Credit	Description	Line DFF Context	Line DFF 1
		List - Text								Value	Value	Text	Text	Text
(3)		0204	00	00000	12716	0000	00	0000	000		546.50	(2) Smith, John July 2004	None	None
(4)		0011	05	39096	61300	0000	11	0000	000	500.00	(4a)	Short's travel - Bonita R trip	Employee travel expense	(4b) 1
(5)		9405	00	39096	63270	0000	00	0000	000	50.00		Hy-Vee - retirement party	I Foundation/Alumni expe	123456
(6)		0011	05	39096	62010	0000	11	0000	000	-3.50	(6)	Wal-Mart - credit for tax cha	None	None
(7)		0011	05	39096	62010	0000	11	0000	000	0.00	(7)	Wal-Mart - office supplies	None	None
													None	None
													None	None
													None	None
													None	None
													None	None
													None	None
													None	None
													None	None
													None	None
													None	None
													None	None
													None	None
													None	None
													None	None
													None	None
Totals:										546.50	546.50			

Note: This is not the end of the Journal Template. Unprotect the sheet and insert as many rows as needed.
(Excel Navigation: Tools-Protection-Unprotect)

Select one set of the following value sets for the DFF Context and Line fields:

Value A:		**Value B:**
UNI Foundation/Alumni expense	and	Account Number
Employee travel expense	and	Employee Number
Physical Plant expense	and	Physical Plant Job Code
None	and	None

5555 5555 5555 5555
Card Number

O _____ 0000 7/20/2004
Carholder's Signature | Campus Zip | Date

_____ 7/20/2004
Approved by: | Date

Pam Rousselow 3-3116
Preparer's Name | Campus Phone