Clear Form

Division of Controller
MONTGOMERY COUNTY PUBLIC SCHOOLS
Rockville, Maryland 20850

JOURNAL VOUCHER

DEBIT			CREDIT		
Full Account #	School/ Project	Amount	Full Account #	School/ Project	Amount
		$0.00			$0.00

EXPLANATION (Check One)

01 ☐ Payroll Adjustment
02 ☐ Voided Checks
03 ☐ Bank Account Adjustment
04 ☐ To Establish Accounts Receivable
05 ☐ Cafeteria Fund Adjustment
06 ☐ Cafeteria Charge
07 ☐ Field Trip Charges
08 ☐ Travel Charges
09 ☐ Gas & Oil Charges
10 ☐ Expense Correction
11 ☐ Cash Receipts Correction
12 ☐ School/Area Correction
13 ☐ Prepaid Expenses Relief
14 ☐ Deferred Credit Relief
15 ☐ Inventory Adjustment
16 ☐ Direct Deposit
17 ☐ Wire Transfer
18 ☐ Other

KEYPUNCH EXPLANATION _____

OTHER DETAILS

_____

_____

_____ ____/____/____
Signature, Preparer *Date*

_____ ____/____/____
Signature, Account Manager Approval *Date*

_____ ____/____/____
Signature, Division of Controller Approval *Date*

Check One
1 ☐ No supporting documents required
2 ☐ Supporting documents attached for file
3 ☐ Supporting documents retained by preparer

____/____/____ JV # _____ FY_____
Month Day Year

MCPS Form 210-3, Rev. 2/01

DISTRIBUTION: COPY 1/Original-Support File; COPY 2/Preparer