



City of Cheyenne
2101 O'Neil Avenue
Cheyenne, WY 82001

KEEP IN MIND:

- Adjusting Journals are real dollars, not budgeted dollars
- Amounts must be rounded to next whole dollar

ADJUSTING JOURNAL REQUEST

Please complete form and return to the Treasurer's office

Division:

Fiscal Year:

Please **adjust** the following **real dollar funds from**:

Account Number						Account Description	Amount
Fund	Dept	Division	Activity	Object	Project		
Total							

Please **adjust** the following **real dollar funds to**:

Account Number						Account Description	Amount
Fund	Dept	Division	Activity	Object	Project		
Total							

Balance (Should be "\$0.00")

Reason for Adjusting Journal Request (*please be specific*)

--

Requested by:

Signature	Date (mm/dd/yyyy)
-----------	-------------------

Requests without this form will not be processed.

revised 9/2020