

JOURNAL ENTRY MEMO

DATE: _____

DATE POSTED: _____

ACCOUNT TO BE CHARGED _____ ACCT. 1.2371. .00

ACCOUNT TO BE CREDITED _____ ACCT. 1.2371. .00

TOTAL AMOUNT \$ _____

Attach supporting information or give explanation of the amount to be journalized.

Signature of person responsible for account being charged _____

Signature of person responsible for account being credited _____

Boy Scouts of America
Orange County Council

Order of the Arrow
Wiatava Lodge 13

CHECK REQUEST

Date: _____

Must be to recipient by: _____

Payable to: _____

Address: _____ City: _____

State: _____ Zip code: _____ Phone: (____) _____

NOTE: Please staple receipts under check request.

Item and cost description	Charge to account No.	Amount
	1.2371. .00	
Person making request: _____	Total	\$ _____

Treasurer approval: _____
Chapter Treasurer

Approved for payment by: _____
Chapter Adviser/Designee

Approved for payment by: _____
Staff Adviser

Budget Committee: _____