ATV Recovery Sample

Charge another department for a Services

A department supplies copy paper and the use of a copier to another department. An ATV is prepared to charge the department for this service.
This is an example of a recovery. When using recovery accounts, the debit and credit account must be from the same category on the chart of accounts

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AGENCY TRANSACTION VOUCHER

FOR ACCOUNTING OPERATIONS USE ONLY

Reference:	**Journal #:**
Source:	**Keyed By:**
Transaction Type:	**Date Keyed:**

SpeedType Department	Debit Account	Amount	Credit Account	Description	Recovery Department
900025	131200	25.00		Recovery of paper & copier usage for July	900002
900002		25.00	139900		
900025	153400	75.00			900002
900002		75.00	159900		

Number of Lines:	4		4	**PREPARED BY:** Jane Johnston	**APPROVED BY:**
Totals:		200.00		**DATE:** 1/1/2007	**DATE:**
				APPROVED BY:	**APPROVED BY:**
				DATE:	**DATE:**

☐ **Documentation is held in departmental files.**

COMMENTS:

Send completed form to Financial Reporting, MSC 5715

Revised 10/26/06