ATV Recovery - Shared Service

Charge another department for a shared service

A department is sharing with another department an expense for contractual services performed. The invoice is paid by one department and then an AV is prepared to charge the other department. This is an example of a recove3/ery. When using recovery accounts, the debit and credit account must be from the same category on th-he chart of accounts..

JMU
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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
900001	126800	500.00		Recover cost of services for art show exhibit	900002
900002		500.00	129900		

				PREPARED BY: Jane Doe	**APPROVED BY:**
Number of Lines:	2		2	**DATE:** 10/24/2006	**DATE:**
Totals:		1,000.00		**APPROVED BY:**	**APPROVED BY:**
				DATE:	**DATE:**

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

COMMENTS:

Send completed form to Financial Reporting, MSC 5715

Revised 9/21/06