ATV Expenditure Credit - Shared Service Sample

Share costs with another department for a shared service

A department sharing with another department an expense for contractual services performed. The invoice is paid by one department and then an ATV is prepared to share the cost with the other department.

JMU
James Madison University

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		Share cost of services for art show exhibit	
900002		500.00	126800		

				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: **Invoice # ART0001**

Send completed form to Financial Reporting, MSC 5715

Revised 10/26/06