



# INTERNAL TRANSFER ENROLMENT FEES

Apr 2007

JOURNAL NO:

JNL MONTH: \_\_\_\_\_

DETAILS OF TRANSACTIONS	AMOUNT	
<b>TOTAL AMOUNT</b>		

**Please ✓ tick appropriate box**

	Goods & Services Received by
	Transfer in of Expenditure
	Transfer out of Income

**DEBIT**

BC	Activity	Account	FS	Entity	Amount

Faculty/School/Division: \_\_\_\_\_

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Authorised By: \_\_\_\_\_

Username: \_\_\_\_\_

**FORWARD TO: ENROLMENTS & FEES, DIVISION OF STUDENT ADMINISTRATION, GEELONG CAMPUS**

**CREDIT ENROLMENT FEES FOR:**

Name	ID #	Amount

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Authorised By: \_\_\_\_\_

Username: \_\_\_\_\_

**FINANCIAL & BUSINESS SERVICES USE ONLY**

Certified by CFO/Cashier: \_\_\_\_\_

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Journal Authorised by: \_\_\_\_\_

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_