



Interschool Journal Request

SCHOOL 1: Details of School Creating Journal

School name:

School code:

School contact:

Phone number:

Email address:

General Journal Information:

General Ledger Number: *(NOTE: This will be the same for both Schools):*

Tax Code: *(P5 or S5 only)* **P5**

Cost: **\$100**

Date of Event:

Description: SYDNEY NORTH DANCE CASUAL RELIEF/SYDNEY NORTH DANCE HOSPITALITY

SCHOOL 2: School to be Billed Information

Complete and RETURN to the nominated school above.

An Interschool Journal will be created in SAP by the Host School to transfer funds from your school account. **DO NOT** create the Interschool Journal at your school.

School name: **Mosman High School**

School code: **8326**

Cost Centre: **68326101**

Fund code: **6300**

Internal Order number: **2006003500**

WBS number: N/A

Signature: *(Principal or delegated officer of school being billed)*

Date:

MERRILYN CAPIRON

20TH June 2018

Host School use only:

General Journal name:

General Journal number:

Date Journal processed: