



**University of Colorado Boulder**  
**Department of Psychology & Neuroscience**

***Journal Entry / PET Request***

JE

PET

Date to Business Office: \_\_\_\_\_

Requester Name: \_\_\_\_\_

**\* \* \* Please include financial detail report highlighting charges to be moved \* \* \***

**Journal Entry (JE)**

Transaction Date: \_\_\_\_\_

Speedtype (from): \_\_\_\_\_ Account: \_\_\_\_\_ Amount: \_\_\_\_\_

Speedtype (to): \_\_\_\_\_ Account: \_\_\_\_\_ Amount: \_\_\_\_\_

**Payroll Expense Transfer (PET)**

Employee Name: \_\_\_\_\_

Employee ID: \_\_\_\_\_ Work Study? Y N

Pay Period(s) to transfer: \_\_\_\_\_ (E.g. Jan-Mar Payroll 2016)

Speedtype (from): \_\_\_\_\_ Amount or Percentage: \_\_\_\_\_

Speedtype (to): \_\_\_\_\_ Amount or Percentage: \_\_\_\_\_

Speedtype (to): \_\_\_\_\_ Amount or Percentage: \_\_\_\_\_

**Reason for JE / PET – Please justify the transfer\***

\*PET's greater than 180 days old require a written statement from the P.I. including:

1. How this benefits the project receiving the expense,
2. Why this project did not receive the charges when they first occurred, and
3. Why it took so long to initiate the transfer