

## Instructions for Use of Budget Journal

If you have a budget journal to be processed that has 9 or less rows of data (a general guideline), you may use this Budget Journal PDF form.

Please complete all indicated areas, obtain necessary signatures for approval, and forward to Budget Office personnel.

If your budget journal contains more than 9 rows of data, you may submit multiple pages of the Budget Journal form, or you may utilize the [Budget Journal Import Template](#) on the [Forms Page](#).

If you have any questions, please contact the Budget Office at [nds.budget@nds.edu](mailto:nds.budget@nds.edu).