

# Inter-Departmental Journal Voucher

(IDJV Sample)

**JV Number:** IDJV-2024-0025  
**Date:** 2024-06-27  
**Prepared By:** John Doe  
**Department:** Accounting

**Description:** Reallocation of office supply expenses between HR and IT departments.

Account Code	Description	Department	Debit (USD)	Credit (USD)
6001-01	Office Supplies Expense	HR	500.00	
6001-01	Office Supplies Expense	IT		500.00

**Supporting Documents:** Copy of invoice, department memos.

Prepared By

Checked By

Approved By

## Important Notes:

- This voucher records transfers between departments within the same organization.
- Ensure all supporting documentation is attached and references noted.
- All entries must be authorized by relevant department heads.
- Maintain strict record-keeping for audit purposes.
- Ensure that debits and credits are always balanced.