



**STATE OF FLORIDA
DEPARTMENT OF JUVENILE JUSTICE
Office of Administrative Services
Bureau of Finance and Accounting**

REQUEST LOG SHEET

DATE: _____

LOG#: _____

TO: Libby Grimes, Finance & Accounting

REQUESTOR: _____

PHONE# _____

REQUESTOR ADDRESS: _____

REQUESTED ACTION: Journal Transfer
 Report
 Research
 Non-JT Correction
 Security Clearance
 Calling Card Request
 Other

NEED: _____

DATE RECEIVED IN FINANCE & ACCOUNTING: _____

ASSIGNED TO: _____

DATE COMPLETED AND RETURNED: _____

COMMENTS BY FINANCE & ACCOUNTING: _____

