CHART OF ACCOUNTS - CODE REQUEST FORM

Requested By/Name: _____   Local: _____

Department: _____   Date: _____

Comments: _____

Check one of the Following:

Fund	☐
Organization	☐
Account	☐
Program	☐
Activity	☐

Effective Date

<mark>Please note that description can only be 35 characters in length</mark>

Check one of the Following:

Add	Close	Change Desc.	Change Parent

Code ☐☐☐☐☐☐   Description: _____
PARENT ☐☐☐☐☐☐   Fund/Acct Type (for Finance use only) : _____
Related Codes: Fund ☐☐☐☐☐☐   Org ☐☐☐☐☐☐

Add	Close	Change Desc.	Change Parent

Code ☐☐☐☐☐☐   Description: _____
PARENT ☐☐☐☐☐☐   Fund/Acct Type (for Finance use only) : _____
Related Codes: Fund ☐☐☐☐☐☐   Org ☐☐☐☐☐☐

Add	Close	Change Desc.	Change Parent

Code ☐☐☐☐☐☐   Description: _____
PARENT ☐☐☐☐☐☐   Fund/Acct Type (for Finance use only) : _____
Related Codes: Fund ☐☐☐☐☐☐   Org ☐☐☐☐☐☐

Add	Close	Change Desc.	Change Parent

Code ☐☐☐☐☐☐   Description: _____
PARENT ☐☐☐☐☐☐   Fund/Acct Type (for Finance use only) : _____
Related Codes: Fund ☐☐☐☐☐☐   Org ☐☐☐☐☐☐

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Code ☐☐☐☐☐☐   Description: _____
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Related Codes: Fund ☐☐☐☐☐☐   Org ☐☐☐☐☐☐

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Related Codes: Fund ☐☐☐☐☐☐   Org ☐☐☐☐☐☐

FINANCE DEPARTMENT APPROVALS	Approved by _____	Date _____
	Approved by _____	Date _____