

REQUEST FOR ESTABLISHMENT OF A SUB-ACCOUNT CODE

SECTION I: General Information

1. Date _____
2. Person Making Request _____
3. Type: _____ Asset _____ Liability
 _____ Revenue _____ Expenditure
4. (a) Is this a change to an existing code? _____
 (b) If yes, what is the account number? _____

SECTION II: Account Information

1. Describe why this account is needed.

2. Provide a brief definition of the account that could be used for publication to other units.

3. Suggested Account Title _____
(NOTE: Cannot exceed 35 characters)
4. Signature of Requestor _____

SECTION III: Approval

Approval must be made in the order designated below. If the request is disapproved at any level, the form is to be returned to the originator noting the reason for disapproval. Upon final approval, Data Control will notify the originator of the account number(s) to be used.

	<u>Action</u>	<u>Signatures</u>
1. Budget Officer	_____	_____
Controller	_____	_____
Data Control Manager	_____	_____

SECTION IV: Accounting System Information

ACCOUNT INFO

ACCOUNT CODE MAINTENANCE FORM (FTMACCT)

Chart of Accounts: _____

Account: _____ Title: _____

Date Effective: _____ Term: _____

Predecessor Account: _____

Data Entry _____

Account Type: _____ Income Type: _____

Account Class: _____ Asset Account: _____

Accumulated Depreciation: _____

Depreciation Expense: _____

Pool Account: _____

Fringe Account: _____

Fringe Percent: _____ Normal Balance: _____

SYSTEM DATA MAINTENANCE FORM (FTMSDAT)

Entity/Usage Code: _____ Attribute Code: _____

Optional Code #1: _____ Optional Code #2: _____

Chart of Accounts: _____

Date Effective: _____ Termination: _____

Description/Title: _____

Short Title: _____

Data: _____

DATA CONTROL

Date established _____ Department Notified _____

Keyed: _____ (Initials)