

**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. Assoc. Budget Officer	_____	_____
Associate Controller	_____	_____
Finance Systems 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)