

Request for New Account Code

(All account code requests are subject to RPA approval.)

Type of account code:

___ Asset: Cash Investment Receivable Inventory Prepaid Capital

___ Liability: Accounts Payable Bonds/Notes/Lease/SBITA Deposits/Unearned

___ Revenue: Tuition/Fees State Appropriations/Federal/State Grants
Private Gifts/Investment Income Sales/Services

___ Expense: Salary/Wage/Fringe Travel Contractual Commodities
Equipment Debt Service

Requested Account Name: _____ (limit 30 characters)

Expected Volume, Transactions: _____

Expected Volume, Estimated \$: _____

Purpose of account code:

Approved: Department Head _____ Date: _____

Approved: Dean/Director _____ Date: _____

Approved: Vice President _____ Date: _____

Contact Name

Contact e-mail:

RPA Use Only:

___ Entered on Account Table

___ Assigned Attribute



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REPORTING, PLANNING & ANALYSIS