



Brandeis University

Request for Change in an Existing Item Type

ITEM TYPE

Change
 Inactivate

Requested by: _____

Department: _____

Phone extension: _____

Purpose of Request

[Large empty box for Purpose of Request]

ITEM TYPE

[Grid of boxes for ITEM TYPE: 0 0 0 0 0 0]

Effective Date: _____ (MM/DD/YYYY)

Academic Term: _____

Original G/L interface

Table with columns: %, CREDIT, ACCT., FUND, DEPT. ID, PROGRAM, PROJECT. Rows include DEBIT and CREDIT entries.

New G/L interface

Table with columns: %, CREDIT, ACCT., FUND, DEPT. ID, PROGRAM, PROJECT. Rows include CREDIT and DEBIT entries.

Approved by: _____
Student Financial Services

Phone extension: _____

Date Approved: _____

Approved by: _____
Controller - Financial Affairs & Treasury Services

Phone extension: _____

Date Approved: _____

Approved by: _____
Budget & Planning Office

Phone extension: _____

Date Approved: _____

Distribution:

Requesting Department, SPA, Financial Systems, General Accounting, Budget, Student Financial Services

NOTES

- <1> PLEASE NOTE THAT ANY REQUEST OF CHANGE TO EXISTING ITEM TYPE IS NOT RETROACTIVE
<2> FOR FALL TERM, PLEASE SUBMIT REQUEST BY MAY 15TH TO BE APPROVED BY JUNE 1ST
FOR SPRING TERM, PLEASE SUBMIT REQUEST BY SEPT 15TH TO BE APPROVED BY OCTOBER 1ST
FOR SUMMER TERM, PLEASE SUBMIT REQUEST BY MARCH 15TH TO BE APPROVED BY APRIL 1ST