



**Brandeis University**  
**Request for New Item Type**  
**ITEM TYPE**

**Requested by:** \_\_\_\_\_  
**Department:** \_\_\_\_\_  
**Phone extension:** \_\_\_\_\_

Purpose of Request

G/L interface

_____	CREDIT	_____	_____	_____	_____	_____
%		ACCT.	FUND	DEPT. ID	PROGRAM	PROJECT
_____	CREDIT	_____	_____	_____	_____	_____
%		ACCT.	FUND	DEPT. ID	PROGRAM	PROJECT
_____	CREDIT	_____	_____	_____	_____	_____
%		ACCT.	FUND	DEPT. ID	PROGRAM	PROJECT
_____	DEBIT	_____	_____	_____	_____	_____
%		ACCT.	FUND	DEPT. ID	PROGRAM	PROJECT
_____	DEBIT	_____	_____	_____	_____	_____
%		ACCT.	FUND	DEPT. ID	PROGRAM	PROJECT
_____	DEBIT	_____	_____	_____	_____	_____
%		ACCT.	FUND	DEPT. ID	PROGRAM	PROJECT

(for SFS use only)

**NEW ITEM TYPE**

0	0	0	0	0	0														
---	---	---	---	---	---	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Effective Date: \_\_\_\_\_ (MM/DD/YYYY)

Description

\_\_\_\_\_

Maximum = 30 characters

Academic Term: \_\_\_\_\_

Short Description

\_\_\_\_\_

Maximum = 10 characters

Keywords

1 \_\_\_\_\_

2 \_\_\_\_\_

3 \_\_\_\_\_

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:

<input type="checkbox"/> Requesting Department	<input type="checkbox"/> SPA	<input type="checkbox"/> Financial Systems
<input type="checkbox"/> General Accounting	<input type="checkbox"/> Budget	<input type="checkbox"/> Student Financial Services

**NOTES**

- <1> PLEASE NOTE THAT ANY REQUEST FOR A NEW 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