



REQUEST FOR NEW ACCOUNT

INSTRUCTIONS FOR REQUESTING:

1. Complete the unshaded portions of the form
2. Forward to Accounting or fax to 1623

Date Requested: _____

Requestor Name: _____ Phone x _____

Description/Reason for Account:

Effective Date: _____ Status: _____

Proposed Account Name (30 characters max):

Short Description (10 characters):

Account # Recommendation or Range: _____

Monetary Account Type :

FOR BUSINESS OFFICE USE ONLY:

Inventory Account	Y	N
Budget Override Account	Y	N
Budgetary Account Only	Y	N

Accounting Manager Approval _____ Date _____

Tree has been checked for update

Keyed By _____ Date _____

Update Dictionary

Signature _____ Date _____