REQUEST PROCESS: 1) Department completes form and forwards to accounting. 2) Accounting adds necessary information. 3) Accounting forwards to SOD for PeopleSoft update. 4) Upon completion, SOD notified applicable departments.

SELECT ONE

<table>
<thead>
<tr>
<th>ITEM TYPE ID</th>
<th>ITEM TYPE DESCRIPTION</th>
</tr>
</thead>
</table>

REFUNDABLE

ACCOUNT TYPE: (e.g. TRM)

ITEM TYPE ID

ITEM TYPE DESCRIPTION

EFFECTIVE DATE

PURPOSE OF CHANGE

REQUESTOR

NAME

TITLE

SIGNATURE

DATE

FINANCE USE ONLY:

1098 - T ELIGIBLE

YES  NO

CHARTFIELD(S) VALUES

ACCOUNT  FUND  DEPT  PROGRAM  CLASS  PROJECT

D/R

C/R

SOD USE ONLY:

PAYMENT PRIORITY FLAG

YES  NO

CLASSIFICATION: (e.g. PAYMENT)

CHARGE PRIORITY LIST: (e.g. FA_ELIG)

APPROVAL ROUTING

SFS  ACCTG  SOD