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

<table>
<thead>
<tr>
<th>SELECT ONE</th>
<th>ADD</th>
<th>MODIFY</th>
<th>INACTIVATE</th>
<th>REACTIVATE</th>
</tr>
</thead>
</table>

REFUNDABLE | ☐ YES | ☐ NO | (e.g. TRM) |

ACCOUNT TYPE

ITEM TYPE ID

ITEM TYPE DESCRIPTION

EFFECTIVE DATE

PURPOSE OF CHANGE

REQUESTOR

SIGNATURE

DATE

FINANCE USE ONLY:

1098 - T ELIGIBLE | ☐ YES | ☐ NO |

CHARTFIELD(S) VALUES

<table>
<thead>
<tr>
<th>ACCOUNT</th>
<th>FUND</th>
<th>DEPT</th>
<th>PROGRAM</th>
<th>CLASS</th>
<th>PROJECT</th>
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</thead>
<tbody>
<tr>
<td>D/R</td>
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<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>C/R</td>
<td></td>
<td></td>
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<td></td>
<td></td>
</tr>
</tbody>
</table>

FSO USE ONLY:

PAYMENT PRIORITY FLAG | ☐ YES | ☐ NO |

CLASSIFICATION | (e.g. PAYMENT) |

CHARGE PRIORITY LIST | (e.g. FA_ELIG) |

APPROVAL ROUTING

SFS_______ ACCTG_______ FSO_______