

INSTRUCTIONS

REQUESTOR INFORMATION

The Requestor must provide their name, title, email, and phone number.

ACCOUNT REQUEST

Effective Date: Date in which a new account will be activated.

Department: Provide the department for the requested account.

Fund Type: Select one of the categories to indicate the source of financial resources and the nature of activities financed. If Fund Type is unknown or the needed Fund Type is not listed, select "Other."

Expenditure Type(s): Select which expenditure types are needed for the account

Description, Justification: Include the purpose of the request, such as the suggested account number, funding source, etc. Attach any other relevant documentation when submitting the completed form through an Oracle Cloud ticket.

SIGNATURE

Complete the name, signature, and signature date for the Requestor Supervisor.

REQUESTOR INFORMATION

Name: Title:
Email: Phone:

CHART STRING REQUEST

Effective Date:
Department:
Fund Type:

Parent Account(s):	CAP02 MAOPR TRAVL	SCHOL Salaries/Wages OTOPR
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Description/
Justification:

SIGNATURE

Requestor Supervisor

Name *Signature* *Date*

SUBMIT FORM VIA AN [ORACLE CLOUD TICKET](#)

FINANCE & ADMINISTRATION USE ONLY

Financial Services

Name *Signature* *Date*

Budget & Financial Planning

Name *Signature* *Date*

Account Name:

OC Chart String #:

Financial Aid Award Code:

Colleague Account #: Colleague Object Code:

Entered by: Date Entered: