# Commodity Code Request Form

## NON-TUITION STUDENT ACCOUNT TRANSACTION

Requester Organization/Department: ________________________________

Requester (Print): _______________________________________________

Requester Signature: ____________________________________________

Date: ___________________________ Email: __________________________ Phone: ___________________________

Reason for Creation: ____________________________________________

If other than Enrollment Services, access requested for: ________________

Starting Semester: __________ Fiscal Year: __________ ___________ International __________ Currency: __________________________

### Object Code | Funding | Function | Activity | Organization | Entity

| Account String |

| DEPARTMENT: | Debit | Credit | STUDENT ACCOUNT: | Charge | Credit |

Requested Commodity Code Description/Name (30 characters):

| [ ] | [ ] | [ ] | [ ] | [ ] | [ ] | [ ] | [ ] | [ ] | [ ] | [ ] | [ ] | [ ] | [ ] | [ ] | [ ] | [ ] | [ ] | [ ] | [ ] | [ ] | [ ] | [ ] | [ ] | [ ] | [ ] | [ ] | [ ] | [ ] | [ ] | [ ] | [ ] |

ATTACH APPROPRIATE DOCUMENTATION

## ENROLLMENT SERVICES AUTHORIZATION

### Object Code | Funding | Function | Activity | Organization | Entity

| Approved Debit |

| Approved Credit |

Approved Commodity Code Description:

| [ ] | [ ] | [ ] | [ ] | [ ] | [ ] | [ ] | [ ] | [ ] | [ ] | [ ] | [ ] | [ ] | [ ] | [ ] | [ ] | [ ] | [ ] | [ ] | [ ] | [ ] | [ ] | [ ] | [ ] | [ ] | [ ] | [ ] | [ ] | [ ] | [ ] | [ ] | [ ] |

Cross Validation Completed: [ ] Commodity Code: __________ Type: _____ Source: _____ Currency: __________

Access Granted To: ________________________________

### REQUIRED SIGNATURES

Assoc. Director of Student Accounts: ________________________________ Date: __________________________

Linda Anderson, Director of Student Financial Aid: ________________________________ Date: __________________________

Brian Hill, Director of Student Accounts: ________________________________ Date: __________________________

Return original completed copy to Guy Winn in Enrollment Services.