Carnegie Mellon
ENROLLMENT SERVICES

Enrollment Services
Lower Level, Warner Hall
5000 Forbes Avenue
Pittsburgh, PA 15213-3890
Phone: 412-268-8186
Fax: 412-268-6651

Use this form if you would like Enrollment Services to post a Debit or Credit to a student account for a non-tuition transaction or to make a change to an existing commodity code. Submit this form to Linda Rupert or Guy Winn in Enrollment Services. If you have questions, please contact Linda Rupert at *lr0g@andrew.cmu.edu* or Guy Winn at *gw1c@andrew.cmu.edu*.

Commodity Code Request Form

NON-TUITION STUDENT ACCOUNT TRANSACTION

Requester Organization/Department: _____

Requester (Print): _____

Requester Signature: _____

Date: _____ E-mail: _____ 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

_____ Date: _____
Assoc. Director of Enrollment Services for Student Accounts

_____ Date: _____
Linda Anderson, Director of Enrollment Services

_____ Date: _____
Brian Hill, Director of Student Accounts

Return original completed copy to an Associate Director (Guy Winn) in Enrollment Services.