



Account Code Request Form

Instructions: Complete this form to request, change or terminate an account code. Send completed form to Financial Reporting via e-mail at genaccting@drexel.edu or via interoffice mail to 1505 Race Street, MS1064, 938 Bellet Building. For questions contact 215-895-0281.

Select which Chart of Accounts the Account Code is being requested for :

Account Code

New

Revision

Termination

NEW Account Codes - This section is to be completed for new account code requests only.

1.) Please provide the title of the account code (Max 35 Characters):

2.) Describe the purpose of the account code:

3.) All account codes will utilize an effective date of 10/1/1988. If you would like a different effective date, please provide the date in the box to the right:

Revisions - This section is to be completed for requests to revise an account code only.

4.) Suggested Revised Title (Max 35 characters):

5.) Provide justification for change:

Terminations - This section is to be completed for requests to terminate an account code only.

6.) Provide date you wish to terminate activity code:

7.) Provide justification for terminating account:

Name:

Title:

Signature:

Comptroller's Office Use Only

Account #	Account Type:	Asset Account:	Pool Acct:
Predecessor:	Income Type:	A/D Account:	Fringe Acct:
Data Entry:	Account Class:	Deprec Acct:	Fringe Percent:
Normal Bal:			