

ADD BUDGET CODE/ACCOUNT FORM

Date:

Requested by:

Location:

BUDGET CODE	ACCOUNT/OBJECT	INTENDED USE

More information: _____

Date sent to accounting: _____

How was this sent: _____

FOR BUSINESS OFFICE USE ONLY
Date Entered:
Date Returned:
Reason for Return:

ADD BUDGET CODE/ACCOUNT FORM INSTRUCTIONS

1. **DATE:** Enter date form is prepared
2. **REQUESTED BY:** Enter your name.
3. **LOCATION:** List department/campus.
4. **BUDGET CODE:** Enter the budget code you need added. You may use spaces or periods to break up the account code by Fund/Yr, Function, Sub-object, Organization, PIC and Budget Manager if you so desire.
5. **ACCOUNT/OBJECT:** Enter the Account Code (Object Code) you would like to be added.
6. **INTENDED USE:** Describe what you intend to use this account for in detail. Examples: "We need to order STAAR training material for the teachers and campus administration to learn how to administer the test, read test scores, etc." "Buying site licenses for elementary schools." "Paying Nancy Smith to hold seminar on XYZ and purchasing course materials for 20 teachers" (this should actually be "Paying Nancy Smith to hold XYZ" and "Purchasing course materials for 20 teachers" on different accounts). As much detail as possible on the intended use will help us insure we get the correct account set up the first time around.
7. **MORE INFORMATION:** You may add any information here that you feel is important that you may not have space for elsewhere on the form. Example: Need by date.
8. **DATE SENT TO ACCOUNTING:** Enter date you send it to accounting.
9. **HOW WAS THIS SENT:** You may send the form by e-mail or inner office mail to George Crandall.

CONTACT ACCOUNTING IF YOU NEED ASSISTANCE IN USING OR COMPLETING THE ADD BUDGET CODE/ACCOUNT FORM.