Portland State UNIVERSITY

FIS Chart of Accounts Code Request

Clear Form

PLEASE NOTE: FORM MUST BE COMPLETED ELECTRONICALLY. HANDWRITTEN FORMS WILL NOT BE ACCEPTED.

Request Date: _____

Requestor's Name: _____

Requestor's Email: _____

Requestor's Ext: _____

Code assigned: _____

_____

_____

(BAO USE ONLY)

NOTE: Do not use this form for Research Grants/Contracts

Type of Request: ☐ New ☐ Change, or ☐ Termination ☐ Signature Change only

Code changed/terminated: _____

New Code Requested: ☐ Fund ☐ Organization ☐ Activity ☐ Index

Title: _____ Predecessor Code (if new org/fund): _____

Index Requested: Fund: _____ Organization: _____ Program: _____ Activity: _____

Reason: Briefly explain need for new code. If requesting a new fund or organization, include projected budget for anticipated expenses and revenues. Attach separate page if necessary.

Note: Some Funds will incur automatic administrative charges on expenditures:
-Self-Support 016xxx/CE 050000-054999/Designated Operations 055xxx-058499
-Some Auxiliary Funds- Auxiliary rate depends on funding source
(For current rates you may contact the Budget Office or BAO)
(For PSU policy click http://www.pdx.edu/sites/www.pdx.edu.bao/files/media_assets/BAO_Indirect_Cost_Policy.pdf)

Will Payroll be recorded in this FOAPAL? ☐ Yes ☐ No

If a deficit occurs, which FOPA will be responsible? _____ (Index) - _____ (Fund) - _____ (Organization) - _____ (Program) - _____ (Activity)

FUND AND/OR ORGANIZATION: INDIVIDUALS AUTHORIZED TO APPROVE EXPENDITURES*
***note: Online FIS approvers must have requested system access on the FIS & HRIS Access request Form.**

Name	Title	FIS System Approval	Non-FIS System	
			Payroll	Other
		☐	☐	☐
		☐	☐	☐
		☐	☐	☐
		☐	☐	☐
		☐	☐	☐

Department Head (all codes): _____ Date: _____

Dean's Office Approval (fund, org.): _____ Date: _____

Budget Office Approval (fund, org): _____ Date: _____

Budget Office Mail Code: BUD; fax 5-5800.

PSU Controller Approval (fund, org): _____ Date: _____

Business Affairs Approval (all codes): _____ Date: _____

Bus Affairs Mail Code: BO-DA; fax 5-3400.