



FOR CASHIER'S PURPOSES ONLY
Date Received:
Date Entered into Cashnet:

Cashnet Item Code Request Form

IMPORTANT: FAILURE TO PROVIDE ALL NECESSARY INFORMATION MAY DELAY THE PROCESS. PLEASE ENSURE THAT ALL INFORMATION PROVIDED IS ACCURATE. CASHIERS ARE NOT RESPONSIBLE IF AN ACCOUNT CODE YOU REQUESTED HAS BEEN TYPED INCORRECTLY BY YOUR DEPARTMENT.

DATE	FIRST AND LAST NAME	DEPARTMENT/ MAIL CODE	EMAIL	EXTENSION

ACCT. DESCRIPTION	DETAILCODE/INDEX	FUND	ORGN	ACCOUNT	PROG	ACTIVITY
1.						
2.						
3.						
4.						
5.						

FOR CASHIER'S PURPOSES ONLY:

New Cashnet Item Codes for Accounts
1.
2.
3.
4.
5.

Name and Title of Approver	Signature of Approver	Date

Name and Title of Processor	Signature of Processor	Date

If you have any questions regarding the process of account approvals please do not hesitate to contact us through email at cashiers@pdx.edu.