



Action Requested (please check all that apply):

- New CASHNet Item Code
- Change CASHNet Item Code (please explain change request in comment section and specify below)
- Item Code Term Change
- Item Code Amount Change
- Delete/Disable CASHNet Item Code

Comments: _____

CASHNet Item Code Information Please print or type all that apply

I.) Item Code: _____ Item Code Description: _____

Item Code Group (please check as needed):

- PeopleSoft Student (PSTSA)
- PeopleSoft Financials (PSTFIN)
- PeopleSoft Student Autocharge (PSTSA-AC)
- Ext Ed PeopleSoft Student (EEPSTSA + PSTSA)

Account (6) Fund (5) Department (5) Program (4) Class (5) Project (8)

II.) GL Account Number: Chartfield _____

Allow Changes to GL: Yes No

New Charges

Display for New Charges: Yes No Default Charge Amount: _____ Allow Amount to be Changed?: Yes No

Allowable Amount Sign Any Positive Only Negative Only

Term & Reference

Accept Term Code?: Yes No Default Term Code: _____ Require Term Code?: Yes No

Reference Field

Attribute

Reference Field: _____ Attribute #1 _____

Reference Field: _____ Attribute #2 _____

Reference Field: _____ Item Code Change/Effective date: _____

III.) Web Account Customers:

Dept. Name: _____ Email Address: _____

Contact Name: _____ Phone Number: _____

Department Approval

Department Head Signature: _____ Date _____

Department Head Printed / Typed Name: _____

Internal Use Only

SFS Approval

Accounting Office Approval

SFS Department Head Signature: _____

Accounting Department Head Signature: _____

SFS Department Head Printed Name: _____

Accounting Department Head Printed Name: _____

Notification Date: Completed By:

GL Account Verified Date

7 cblfc`Yffj`CZVW Approval

Budget Office Approval

Controller's Signature: _____

Budget Department Head Signature: _____

Controller's Name: _____

Budget Department Head Printed Name: _____

GL Account Verified Date