REQUEST TO ADD OR CHANGE
ITEM TYPE

Type of Request: New ☐   or   Update Existing ☐

Course / Fee Description _____

Reason for New Item Type _____

Course # (if applicable) _____

Amount of Fee _____   Academic Credit (Yes/No) _____

Requestor's Name _____   Date of Request _____

Below this line for Financial Services Use Only

Item Type _____   AbbDesc/Name (10 char) _____

Charge Priority List _____

PS Chartfields:

Fund	Dept	Program	Class	Project	Revenue Acct	A/R Acct

CSU Fee Category #_____   CSU Fee Category Description _____

Object Code _____   CSU Fund _____   Term _____

1098-T Qualified Tuition Eligible? ☐ Yes   ☐ No _____   _____
                                                     Tax Compliance Approval   Date

APPROVED:

_____   _____
            A/R Manager   Date

Item Type Created/Entered in Student Finance (Date) _____

                        Signature _____
                                      A/R Accountant

Created 2/4/14