



Date: _____

Requester's Name: _____

Phone #: _____ Email: _____

Department/Organization: _____

Name of Requested Detail Code: _____

Reason for new detail code:

- New FOAPAL created in Finance
- New fee (must be approved by Chancellor and Provost)
- New scholarship/financial aid source
- Other (describe): _____

Type of detail code:

- Charge code** (debit to the student's account)

FOAPAL to receive the revenue:

| | | | | | |
|------|------|---------|---------|----------|----------|
| | | | | | |
| Fund | Orgn | Account | Program | Activity | Location |

- Payment code** (credit to the student's account)

Type of payment detail code: Performance Academic Other _____

Payment detail code request must specify the type of scholarship or the form will be returned (excludes Foundation scholarships).

FOAPAL to receive the revenue:

| | | | | | |
|------|------|---------|---------|----------|----------|
| | | | | | |
| Fund | Orgn | Account | Program | Activity | Location |

- If for a payment, is it Refundable to the student?** **Yes** **No**

Administrative Use Only

Approved by: _____ Date: _____

Denied by: _____ Reason for denial: _____

New detail code: _____