

Chart of Account Maintenance Request

Date (mm/dd/ccyy) _____

Transactions Type:

- A - Add Account
- C - Change Account Title
- D - Delete Account

Code Element:

- | | |
|---------|----------|
| FUND | ACTV |
| AGY | B/S ACCT |
| REV SRC | SUB REV |
| OBJ | SUB OBJ |
| ORGN | SUB ORGN |

<u>Tran</u> <u>Type</u>	<u>Code</u> <u>Element</u>	<u>Account Number</u>	<u>Sub</u> <u>Acct</u>	<u>Class</u>	<u>Category</u>	<u>Type</u>	<u>Group</u>

Title (if new)

Account

Sub Account

Class

Category

Type

Group

Explanation:

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Agency Number [][][][] Agency Name _____

Prepared By _____ Phone Number () _____

Approved By _____ Phone Number () _____

Approved by the State Controller's Office _____ Date (mm/dd/ccyy) _____