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| --- |
| **Authorization** |
| **\*\*\*** Signatures are ***required*** to implement Item Types **\*\*\*** |
|  | Name | Signature | Date |
| Department Authorization |  |  |  |
| Finance Authorization |  |  |  |
| Student Financial Admin |  |  |  |
| **Item Type Need and Usage** |
| Please explain what this item type is needed for and how it will be used. List any Executive Orders or Student Committee Fee Approval if possible. |
|  |
| **Item Type Configuration** |
| Fill in all boxes if applicable |
| New or Update | [ ]  New [ ]  Update | Effective Date |  |
| Description (30 Characters) |  | Short Descr (10 Characters) |  |
| Type | [ ]  Charge [ ]  Deposit [ ]  Financial Aid [ ]  Payment [ ]  Pay Plan Credit [ ]  Refund [ ]  Waiver [ ] Withholding [ ]  Write-Off |
| Key Words | [ ]  Course Fees [ ]  Financial Aid [ ]  Housing [ ]  Payment Plans [ ]  Miscellaneous Fees [ ]  Payments [ ]  Refunds [ ]  Reg Fees [ ]  Waivers [ ]  Other: \_\_\_\_\_\_\_\_\_\_\_ |
| Amount/Range |  | For Credit?  | [ ]  Yes [ ]  No  | 1098-T [ ]  Yes [ ]  No |
| If Payment, what can it pay |  |
| CP:  | POP Standard |
| Refundable | [ ]  Yes [ ]  No | Taxable | [ ]  Yes [ ]  No |
| Pick up Receivable from Charge  | [ ]  Yes [ ]  No | Account Type | [ ]  Financial Aid [ ]  Term Fees [ ]  Housing [ ]  Miscellaneous[ ]  Payment Plan [ ]  Ext Ed Open U [ ]  Ex Ed Special Sessions  |
| GL Set up  | All GL set up is reviewed by the SF Accountant. New setup is dated 01/01/1901 all changes are specific to date. Retro changes do not correct previous accounting entries |
| Term |  | Session |  | Effective Date |  |
| Debit |  |  |  |  |  |  |
| Account | Fund | Department | Program | Project | Class |
| Credit |  |  |  |  |  |  |
| Account | Fund | Department | Program | Project | Class |
| Is Revenue Required to be Deferred?  | [ ]  Yes [ ]  No | If so, the date to accrue to and the account | Date |  | Account |  |