

## New Account Code Request

New Account Code Name: \_\_\_\_\_

| *Maximum Length 35 Characters*

Estimated Annual Dollars to be recorded in The Account Code Number: \$ \_\_\_\_\_

Description of the types of revenues or expenditures that would be recorded in this account Code:

Date Submitted: \_\_\_\_\_ Submitted By: \_\_\_\_\_

Accounting Approval: \_\_\_\_\_ Date Approved: \_\_\_\_\_ Code # \_\_\_\_\_

Accounting Disapproval and Reason for Disapproval: