

PROGRAM: \_\_\_\_\_

REQUEST FOR ESTABLISHMENT OF  
UNIVERSITY PROGRAM CODE

**SECTION I: General Information**

1. Date \_\_\_\_\_
2. Person Making Request \_\_\_\_\_

**SECTION II: Account Information**

1. Describe why this account is needed  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
2. Suggested Account Title : \_\_\_\_\_  
(Note: Cannot Exceed 25 Characters)
3. Signature of Requestor \_\_\_\_\_

**SECTION III: Approval**

	<u>Action</u>	<u>Signatures</u>
Budget Officer	_____	_____
Assoc. Controller	_____	_____
Finance Systems Manager	_____	_____

**SECTION IV: Accounting System Information**

- For Finance Office Only -

FTM PROG \_\_\_\_\_

PROGRAMTABLE SCREEN

\_\_\_\_\_

EFFECTIVE TERMINATION ----- PROGRAM STRUCTURE-----

DATE	DATE	LEVEL -1	LEVEL -2	LEVEL -3	LEVEL -4	LEVEL -5
o_____	o_____	o_____	o_____	o_____	o_____	o_____

CARDINAL CODE \_\_\_\_\_

**DATA CONTROL:**

Date Established \_\_\_\_\_

Dept. Notified \_\_\_\_\_

Keyed: \_\_\_\_\_