

REQUEST: OPEN CLOSE NOTE: INCOMPLETE FORMS WILL NOT BE PROCESSED.

IDENTIFICATION & APPROVALS:

*Required Fields

NUMBER	ORG*	PROGRAM	FUNCTION	Initiative DFF
NAME	Print Name		MGR Print Name	
SIGN	Signature		Signature	
DATE	Date YYYY-MM-DD		Date YYYY-MM-DD	

TEAM FINANCE GUIDELINES REGARDING NEW CODING:

- * For ongoing or recurring activity, the financial magnitude (budget) is significant, i.e. greater than \$2,000 or more.
- * For ongoing or recurring activity, the activity is significant and the number of transactions expected is 10 or more.
- * For one-time activity (Initiative DFF), the financial magnitude (budget) is greater than or equal to \$10,000.
- * For one-time activity (Initiative DFF), the activity is significant and the number of transactions expected is 10 or more.
- * By approving this request, budget managers acknowledge their responsibility to monitor and resolve financial status of account. Any shortfall in said account may be charged to general operating fund of the Budget manager if unresolved.

THIS SECTION APPLICABLE TO "CLOSE" CODING REQUEST: Max. 30 Characters

Account to be closed:

660 Entity	Org	Prog	Sub Account	900 Fund	Function	Initiative DFF
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Account to which positive or (negative) balance, if any, should be transferred:

660 Entity	Org	Prog	Sub Account	900 Fund	Function	Initiative DFF
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THIS SECTION APPLICABLE TO "ADD" CODING REQUEST:

Financial Code Name	<div>Max. 30 Characters</div>
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Description of Financial Code	
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BUDGET REQUIRED: SEE NEXT PAGE

TEAM FINANCE USE ONLY:

Acct:	660 Entity	Org	Prog	Sub Account	900 Fund	Function	Initiative DFF
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Financial Code Name:	
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Actions: (Initial when completed)

<input type="checkbox"/> Reporting	Fusion Indexing, Master Coding, Fin Rpt Tool	<input type="checkbox"/> Reporting	Commun to Requestor	<input type="checkbox"/> Budget Entry	Budget Liaison
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REVENUE OR EXPENSE:	Revenue	Expense	Both
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Sub Account	Description	Comment	Amount
Total			

[illegible]
