



**Action Requested (please check all that apply):**

- New CASHNet Item Code
- Change CASHNet Item Code (please explain change request in comment section and specify below)
- Item Code Term Change
- Item Code Amount Change
- Delete/Disable CASHNet Item Code

Comments: \_\_\_\_\_

**CASHNet Item Code Information Please print or type all that apply**

I.) Item Code: \_\_\_\_\_ Item Code Description: \_\_\_\_\_

Item Code Group (please check as needed):

- PeopleSoft Student (PSTSA)
- PeopleSoft Financials (PSTFIN)
- PeopleSoft Student Autocharge (PSTSA-AC)
- Ext Ed PeopleSoft Student (EEPSTSA + PSTSA)

Account (6) Fund (5) Department (5) Program (4) Class (5) Project (8)

II.) GL Account Number: Chartfield \_\_\_\_\_

Allow Changes to GL:  Yes  No

**New Charges**

Display for New Charges:  Yes  No Default Charge Amount: \_\_\_\_\_ Allow Amount to be Changed?:  Yes  No

Allowable Amount Sign  Any  Positive Only  Negative Only

**Term & Reference**

Accept Term Code?:  Yes  No Default Term Code: \_\_\_\_\_ Require Term Code?:  Yes  No

**Reference Field**

Reference Field: \_\_\_\_\_ Attribute #1 \_\_\_\_\_

Reference Field: \_\_\_\_\_ Attribute #2 \_\_\_\_\_

Reference Field: \_\_\_\_\_  Item Code Change/Effective date: \_\_\_\_\_

**III.) Web Account Customers:**

Dept. Name: \_\_\_\_\_ Email Address: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

**Department Approval**

Department Head Signature: \_\_\_\_\_ Date \_\_\_\_\_

Department Head Printed / Typed Name: \_\_\_\_\_

**Internal Use Only**

**SBS Approval**

SBS Department Head Signature: \_\_\_\_\_

SBS Department Head Printed Name: \_\_\_\_\_

Notification Date:  Completed By:

**Accounting Office Approval**

Accounting Department Head Signature: \_\_\_\_\_

Accounting Department Head Printed Name: \_\_\_\_\_

GL Account Verified Date

**7 cblfc`Yffj`CZVW Approval**

Controller's Signature: \_\_\_\_\_

Controller's Name: \_\_\_\_\_

**Budget Office Approval**

Budget Department Head Signature: \_\_\_\_\_

Budget Department Head Printed Name: \_\_\_\_\_

GL Account Verified Date