

**COLORADO STATE UNIVERSITY-PUEBLO
ACCOUNTS CREATE REQUEST**

PURPOSE:

This form is required to establish an account on the Colorado State University-Pueblo Financial Reporting System. Please complete the form as indicated below and return with attachments if applicable to the Accounting Office (Admin. 212).

1) Account Title:

2) Requested By: Date: Telephone:

3) Responsible Person: Telephone:

4) Source of Funds:

5) Account Purpose:

6) Responsible Parties (Listed on the Chart of Accounts):

INSTRUCTIONS:

After the accounting office has established the account, a copy of this form will be returned to the requestor with the assigned account number listed.

- 1) Enter suggested name for this account not to exceed twenty-five alpha-numeric characters.
- 2) Enter name, current date, and telephone number of the requestor. This is the individual who is available to respond if additional information is needed.
- 3) Enter the responsible person(s) and their telephone number(s).
- 4) Indicate budgetary source of funds for this account, e.g. federal grants, student club fund-raisers, etc.

5) Enter account purpose (Describe, in general terms, the purpose of the account).

6) Enter name(s) of individual(s) who will be listed on the chart of accounts.

Please attach copies of documentation regarding grants, contracts or other accounts with external restrictions.

FOR ACCOUNTING OFFICE ONLY

Account Definition	Fund	Object	Cost Center	Account Number

Account Number Assigned:

Description:

Active From: To:

Inhibit: Roll Up:

Responsible:

NIP	Fund Source	Letter of Credit	Object Code	Admin. Map

COFRS:

Object Override			
Fund:	Rev:	Type:	Rpt Code:
Agency:	Exp:	Nacubo Rev:	Bank Acct:
Approp:	Trf:	Nacubo Exp:	By Pass:
Balance:			

Controller's Approval:		Date:	
Prepared & Entered By:		Date:	
Copy to Department		Date Mailed:	

Ready to file: