# Detail Code Request Form

## Section A: To be completed by the Requestor

<table>
<thead>
<tr>
<th>Requestor:</th>
<th>Dept:</th>
<th>Date:</th>
</tr>
</thead>
</table>

- [□] Establish Code
- [□] Modify Code
- [□] Move to/from Inactive
- [□] Replace Existing Code

**Purpose:**

**Description:**

**Type:**

<table>
<thead>
<tr>
<th>Category:</th>
<th>Grant Type:</th>
<th>Priority Code:</th>
</tr>
</thead>
</table>

- [□] Direct Deposit
- [□] Term Based
- [□] Like Period
- [□] Exclude Invoice Print
- [□] Refundable
- [□] Aid Year Based
- [□] GL Enterable
- [□] Pay History
- [□] Receipt
- [□] Like Term
- [□] Title IV
- [□] Pay Type
- [□] Active
- [□] Like Aid Year
- [□] Institutional Charge
- [□] Tax Type

**Account Information**

<table>
<thead>
<tr>
<th>Fund:</th>
<th>Org:</th>
<th>Acct:</th>
</tr>
</thead>
</table>

**Requestor Signature:**

**Date:**

---

## Section B: To be completed by Finance

<table>
<thead>
<tr>
<th>Detail Code Assigned:</th>
<th>□ Financial Aid</th>
<th>□ Records Office</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Debit FOAPAL:</th>
<th>Fund:</th>
<th>Org:</th>
<th>Acct:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prog:</td>
<td>Rule Class 1:</td>
<td>Rule Class 2:</td>
<td>Rule Class 3:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Credit FOAPAL:</th>
<th>Fund:</th>
<th>Org:</th>
<th>Acct:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prog:</td>
<td>Rule Class 1:</td>
<td>Rule Class 2:</td>
<td>Rule Class 3:</td>
</tr>
</tbody>
</table>

**Comments:**

**Student A/R Approver:**

**Date:**

**Accounting Approver:**

**Date:**