

# New Operating Accounting Unit Request Form

Use this form to request a new 6 digit operating accounting unit  
[Form Instructions](#)

**Accounting Unit Type:**

**Proposed Description:**

*(Max 30 Characters)*

**Person Responsible:**

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**AU DETAIL:**

**Division:**

**Department:**

**Please provide a detailed description of the proposed Accounting Unit and the expected Revenues and Expenses**

**Transaction Types to be used in association with new AU. Check all that apply.**

**FA Scholarships/Grants:** This AU will need to have a scholarship or grant credit paid out from it and posted on a student's account.

**Student Charges (Tuition/Fees):** This AU will be used to bill students for tuition/fees through Peoplesoft, requires approval.

**Dept Receipts (Deposits at Bursar's office):** This AU will be used to make check/cash deposits that are not related to student accounts.

**N/A:** None of the above.

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**DEPARTMENTAL APPROVAL:** *All completed forms should be submitted in the original fillable format with Electronic or Digital Signatures.*

AU Requester

AU Approver

Date

*Please note: Scanned forms or forms  
printed to PDF will be returned to  
the sender for resubmission.*

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**ADDITIONAL INFORMATION:** *Required for Service Agreement AUs only.*

AU Start Date:

AU End Date:

LU/PTAP # (if applicable):

Billing Code:

Billing Frequency:

Is the Company a Foreign Entity?

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## FINANCIAL SYSTEMS USE ONLY

General Accounting Approval

Financial Statement Code

Date

New AU #

Unrelated Business Income

Billing Code

Financial Systems Operator

Creation Date