|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Authorization** | | | | | | | | | | | | | | | | | |
| **\*\*\*** Signatures are ***required*** to implement Item Types **\*\*\*** | | | | | | | | | | | | | | | | | |
|  | | Name | | | | | | Signature | | | | | | | | | Date |
| Department Authorization | |  | | | | | |  | | | | | | | | |  |
| Finance Authorization | |  | | | | | |  | | | | | | | | |  |
| Student Financial Admin | |  | | | | | |  | | | | | | | | |  |
| **Item Type Need and Usage** | | | | | | | | | | | | | | | | | |
| Please explain what this item type is needed for and how it will be used. List any Executive Orders or Student Committee Fee Approval if possible. | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | |
| **Item Type Configuration** | | | | | | | | | | | | | | | | | |
| Fill in all boxes if applicable | | | | | | | | | | | | | | | | | |
| New or Update | New  Update | | | | | | | | | Effective Date | | |  | | | | |
| Description (30 Characters) |  | | | | | | | | | Short Descr (10 Characters) | | |  | | | | |
| Type | Charge  Deposit  Financial Aid  Payment  Pay Plan Credit  Refund  Waiver Withholding  Write-Off | | | | | | | | | | | | | | | | |
| Key Words | Course Fees  Financial Aid  Housing  Payment Plans  Miscellaneous Fees  Payments  Refunds  Reg Fees  Waivers  Other: \_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | | | | | | | | |
| Amount/Range |  | | | | | | | | For Credit? | | | Yes  No | | | 1098-T  Yes  No | | |
| If Payment, what can it pay | | |  | | | | | | | | | | | | | | |
| CP: | POP Standard | |
| Refundable | Yes  No | | | | | | | | | Taxable | | | Yes  No | | | | |
| Pick up Receivable from Charge | Yes  No | | | Account Type | | Financial Aid  Term Fees  Housing  Miscellaneous  Payment Plan  Ext Ed Open U  Ex Ed Special Sessions | | | | | | | | | | | |
| GL Set up | All GL set up is reviewed by the SF Accountant. New setup is dated 01/01/1901 all changes are specific to date. Retro changes do not correct previous accounting entries | | | | | | | | | | | | | | | | |
| Term |  | | | | Session | |  | | | | Effective Date | | |  | | | |
| Debit |  | | | |  | |  | | | |  | | |  | |  | |
| Account | | | | Fund | | Department | | | | Program | | | Project | | Class | |
| Credit |  | | | |  | |  | | | |  | | |  | |  | |
| Account | | | | Fund | | Department | | | | Program | | | Project | | Class | |
| Is Revenue Required to be Deferred? | Yes  No | | | | If so, the date to accrue to and the account | | Date | | | |  | | | Account | |  | |