SUNY College at Brockport
Office of Accounting
Detail Code Request Form

A detail code is made up of four characters and is used to represent a tangible item. This form should be used to request a detail code for depositing cash into the Banner system. NOTE: "Cash" can include (but is not limited to) the following: currency and coins, personal checks, business checks, traveler's checks, cashier's checks, money orders, credit/debit card transactions, electronic payments including Automated Clearing House (ACH), and wire transfers.

Date   1/22/2008

CONTACT INFORMATION

Department Name

Requested By _____   **Ext** _____
(NAME OF INDIVIDUAL PREPARING FORM)

E-mail Address
(PLEASE PROVIDE E-MAIL ADDRESS OF PERSON PREPARING THIS FORM)

DETAIL CODE INFORMATION

IFR Account #:

9								

(CASH CAN ONLY BE DEPOSITED INTO ACCOUNTS THAT BEGIN WITH "9")

What is this detail code going to represent? *(ex. Fine Arts Events Pass)*

_____

_____

_____

Brief Description of Revenue Collected: *(ex. Cash collected is from the sale of Fine Arts Events Passes to SUNY Brockport Students)*

_____

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PLEASE CLICK BELOW TO SUBMIT THIS FORM ELECTRONICALLY TO THE ACCOUNTING OFFICE.
IF UNABLE TO SUBMIT ELECTRONICALLY, PRINT & MAIL COMPLETED FORM TO THE ACCOUNTING OFFICE, ROOM 215 RAKOV.

A staff member from the Accounting Office will contact you when your code is ready.

- *Please direct any questions you may have to the Accounting Office at extension 5960 or 5860.*
- *Please allow a minimum of two weeks to process.*