



# Kennesaw State University

Bursar's Office

## Request for New Detail Code Form

Date \_\_\_\_\_

Department \_\_\_\_\_

Mail Drop # \_\_\_\_\_

Requested by (print) \_\_\_\_\_

Extension \_\_\_\_\_

Description Name

<b>Fund</b> (5 digits)	
<b>Program</b> (5 digits)	
<b>Class</b> (5 digits)	
<b>Department</b> (7 digits)	
<b>Project / Grant</b> (3 - 7 digits)	
<b>Account</b> (6 digits)	

Purpose
<hr/> <hr/>

Frequency of deposits to this account (check one)					
One Time		Often		Other	

<i>Bursar's Office Use</i>		
<i>Date Assigned</i>	<i>Detail Code</i>	<i>Description Name</i>