



VIRGINIA POLYTECHNIC INSTITUTE AND STATE UNIVERSITY

REQUEST FOR NEW ACCOUNTS RECEIVABLE DETAIL CODE

Date: _____

To: Gena Simmons – Accounts Receivable
Office of the University Bursar
150 Student Services Building (0143)

From: _____
(Department)

Department requests a new Accounts Receivable Detail Code to bill for _____

(Description of goods or services to be billed and/or name of Study Abroad trip and term. Example: Study Abroad/England)

Finance Fund, Account and Organization to credit:

Fund _____
Organization _____
Account _____

To be completed for Study Abroad Detail Code Requests Only

Charges to Students: Are charges for the Study Abroad trip to be assessed to all students in the program or plan of study? (Title IV Federal Financial aid will only apply to educational charges assessed in this manner.)

Yes No

If yes, please list the charges and amounts that will be assessed to each student in the program/plan of study:

Table with 2 columns: (Description of Charge) and (Amount)

I certify that I am authorized by my department to request detail codes, which are required for entering charges to the Accounts Receivable system for billing purposes.

(Departmental Contact - Print Name)

(Departmental Contact – Signature)

(Phone Number and Email Address)

Bursar's Office Use Only
Detail Code Assigned:
Date Completed:
Completed By: