REQUEST FOR NEW ACCOUNTS RECEIVABLE DETAIL CODE

To: Director of Student Accounts
    Office of the University Bursar (0143)
    Student Services Building, Suite 150, Virginia Tech
    800 Washington Street SW
    Blacksburg VA 24061
    bursar@vt.edu

Date: ________________________

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:

(Description of Charge) (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.

(Department Contact – Print Name) (Department Contact – Signature)

(Phone Number and Email)

Bursar’s Office Use Only

Detail Code Assigned:____________________
Date Completed:____________________
Completed By:____________________

Virginia Polytechnic Institute and State University
An equal opportunity, affirmative action institution