



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

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:

Table with 2 columns: (Description of Charge) and (Amount). Includes three rows of blank lines for data entry.

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: \_\_\_\_\_