



REQUEST FOR NEW ACCOUNTS RECEIVABLE DETAIL CODE

To: Gena Simmons – Accounts Receivable
Office of the University Bursar (MC 0143)
Student Services Building, Suite 150, Virginia Tech
800 Washington Street SW
Blacksburg, VA 24061

Date: _____
(Effective: July 8, 2013)

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.

(Departmental Contact – Print Name)

(Departmental Contact – Signature)

(Phone Number and Email Address)

Bursar's Office Use Only

Detail Code Assigned: _____

Date Completed: _____

Completed By: _____