General Ledger Segment Value Set-Up and Change Request Form

New   Change

Requestor's   Name: _____

Requestor's   E-mail: _____

Phone or Extension: _____

Segment:

Object Code   Funding Source   Operating

Grandparent Value: _____

Grandparent Name: _____

Parent Value: _____

Parent Name: _____

Child Value: _____

Child Name: _____

———————————— Additional information needed for balance sheet object codes ————————————

Definition (purpose): _____

Staff assigned to reconciliation: _____

Frequency of reconciliation: _____

Finance Use Only

Requested By: _____   Date: _____

Approved By: _____   Date: _____

General Accounting Use Only

Approved By: _____   Date: _____

Entered By: _____   Date: _____