

NOTE: Please submit approved form to the Controller's Office for processing

1. Responses to the following is **required**:

1a. Request type: Add Modify Inactivate / Terminate

1b. Chart element: Index Fund Organization Account Program

1c. Name of chart element (35 character maximum):

1d. Chart number (if **modifying/inactivating/terminating**):

1e. Requestor's name:

1f. Requestor's home department name & number:

1g. Requestor's telephone number:

1h. Requestor's email address:

2. A response to the following questions is **required** when **ADDING** a chart element (attach documents to the request, MOU, etc.):

2a. What type of activities will this spending unit be making expenditures for (FOAP)?

2b. What is the funding, budget re-allocation, or new revenue source for this index (FOAP)?

3. A response to the following question is **required** when **MODIFYING** a chart element:

3a. What modification is needed and why?

4. A response to the following questions is **required** when **ADDING** a **balance sheet** account (Cash, Accounts Receivable, etc.):

4a. Who is responsible for preparing the account reconciliation?

4b. Who is responsible for reviewing the account reconciliation?

4c. Frequency of account reconciliation preparation (Monthly, Quarterly, Semi-annually, Annually, etc.)?

FISCAL INFORMATION

5. Effective date of addition, modification, or inactivation/termination (e.g., July 1, 20xx)?

NOTE: In order to grant Finance security access, the Index / FOP Access Form must be completed at the time a request to add an index is submitted. Once completed and approved, please submit both forms to the Controller's Office.

The Index/FOP Access form is located under the Accounting and System Access Forms link on the Controller Offices web site:

<http://controller.cofc.edu/accounting-forms/index.php>

APPROVALS

Chair / Director / Department Head approval:

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Signature

Date

Printed name

Vice President / Dean / Designee approval:

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Signature

Date

Printed name

Controller or designee approval:

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Signature

Date

Printed name

CONTROLLER'S OFFICE USE ONLY

If terminating a fund, is FGITBAL cash and balance sheet \$0 (Y/N)? If No, stop and clear fund before proceeding.

NOTE: Prior to setup, verify GASB financial statement setup is appropriate in FTIFATA.

Predecessor code:

Index:

Data-enterable (Y/N):

Fund:

Fund/Account type:

Organization:

Pool Account (Expense Accounts Only):

Account:

Normal account balance (D/C):

Program:

Activity:

Controller's Office routing:

Initials

Date

Location:

Entered by:

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Requestor notified:

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