

Account Number Request Form

Add, Update, or Inactivate

Please fill out the Department section of this form electronically and email to your [Control Unit Chartfield Approver](#) for approval.

If you have questions, contact General Accounting at gao@berkeley.edu or call 642-0031.

Information to be completed by requesting Department

Requested Action: Add

Update

Inactivate

Account Number _____

Brief Description (30 characters): _____

Long Description (254 characters):

Monetary Account Type:

Revenue

Expense

Asset

Liability

Fund balance

Budget summary

Provision

Estimated number of transactions/year: _____

Estimated dollar amount/year: _____

Requested by:

Name

Date

Email Address

Approved by:

Control Unit

Signature

Printed Name

Date

Email Address

General Accounting

Signature

Printed Name

Date

Information to be completed by central department(s)

Effective Date: _____ Short Description (10 chars) _____ UCOP Object: _____

Open Item Account: Yes No Open Item Description: _____

Statistical Account: Unit of Measure: _____