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| **Request for New Item Type** |

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| **Contact Person:** |   | **Department:** |   |
| **Contact Phone ext:**  |   | **Contact E-Mail:** |   |
| **Date Requested:** |  | **Date Completed:** | Assigned by Bursar’s Office |
| Item Type: assigned by Bursar’s Office |
| Action: (New, Change or Delete) |   |
| Description (limited to 30 characters):  |   |
| Item Type Code (Charge or Financial Aid):  |   |
|

| Account: 6 digits |  |
| --- | --- |
| Department: 5 digits |  |
| Fund Code: 4 digits |  |
| Reason for Request: |  |

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| **Questions/Contact** |
| **FRS Mapping questions:**  | Financial Services x4-2188 |
| **PeopleSoft Item Type Setup questions:** | Toni Serruto x4-3777Laurie Jones x4-3692 |
| **Please return completed form to Toni Serruto by email, fax or mail.*** **email -** **tserruto@towson.edu**
* **fax - x4-6043**
* **mail - Bursar’s Office Rm 318.**
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