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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 x4-3777  Laurie Jones x4-3692 |
| **Please return completed form to Toni Serruto by email, fax or mail.**   * **email -** [**tserruto@towson.edu**](mailto:tserruto@towson.edu) * **fax - x4-6043** * **mail - Bursar’s Office Rm 318.** | |