

# LEWIS-CLARK STATE COLLEGE

## New Account Request Form

Date \_\_\_\_\_

Name of New Account: \_\_\_\_\_

30 characters max

Purpose of New Account: \_\_\_\_\_

Source of Income: \_\_\_\_\_

Will Personnel costs be charged to this account: Check One:

Will Irregular Help costs be charged to this account: Check One:

Will Employee Travel be charged to this account: Check One:

**F9 access:** \_\_\_\_\_  
Department (Please Print)

**Online Approver:** \_\_\_\_\_  
Name (Please Print)

**Online GL security needed by:** \_\_\_\_\_  
Name (Please Print)

**WebNow access:** \_\_\_\_\_  
Name (Please Print)

Comments:

For Controller's Office Use Only			Input by: _____	Date: _____
Fund	Function	Cost Center	Acct Description	Effective Date
Fund Balance	_____	(Except 10, 12, Aux)	<input type="checkbox"/> Pooled  <input type="checkbox"/> F9 <input type="checkbox"/> FSP <input type="checkbox"/> GL security	_____
Revenue Objects	_____	(Except 10, 12)		Date
Payroll Objects	_____			
Expense Objects	_____			
		Revenue Objects:	Distribution:	
		48002	co	
		_____	hr	
			budget	
			sr	
			dept	