



**WSSU**

**REQUEST TO ESTABLISH AN ACCOUNTS RECEIVABLE  
DETAIL CODE**

**To:** Carrie Barnes  
Director, Student Account & Cashiering  
Date \_\_\_\_\_

**From:** \_\_\_\_\_  
(Person ) (Department)

New Detail Code  Change in Existing Detail Code

Department requests a new Accounts Receivable Detail Code for:   
(Detail Code # )

Description: \_\_\_\_\_

**Finance Fund, Account and Organization to be charged:**

Fund \_\_\_\_\_

Org: Acct: \_\_\_\_\_

I certify that I am authorized by my department to request detail codes which are required for entering charges and/or deposits to the Accounts Receivable system.

\_\_\_\_\_  
(Department Contact – Print Name) Digital Signature \_\_\_\_\_ Signature

\_\_\_\_\_  
(Phone Number and Email Address) For Printed Form \_\_\_\_\_

**Student Account Use Only:**

Detail Code Assigned: \_\_\_\_\_ Entered by: \_\_\_\_\_

Date Entered in Banner: \_\_\_\_\_