Carnegie Mellon University
Student Accounts Office

Use this form if you would like to post a debit or credit to a student account for a non-tuition transaction or to make a change to an existing commodity code. Complete this form electronically, then print, sign and email (a photo or scanned copy) to *student-accounts@andrew.cmu.edu* or fax to 412-268-8084.

Commodity Code Request Form

NON-TUITION STUDENT ACCOUNT TRANSACTION

Requester Organization/Department:_____

Requester (Type):_____

Requester Signature:_____

Date:_____   Email:_____   Phone:_____

Reason for Creation:_____

If other than Enrollment Services, access requested for:_____

Starting Semester:_____   Fiscal Year:_____   ☐ International   Currency:_____

Account String	Object Code	Funding	Function	Activity	Organization	Entity

DEPARTMENT: ☐ Debit   ☐ Credit   STUDENT ACCOUNT: ☐ Charge   ☐ Credit

Requested Commodity Code Description/Name (30 characters):

ATTACH APPROPRIATE DOCUMENTATION

ENROLLMENT SERVICES AUTHORIZATION

	Object Code	Funding	Function	Activity	Organization	Entity
Approved Debit						
Approved Credit						

Approved Commodity Code Description:

Cross Validation Completed: ☐   Commodity Code:_____ Type:_____ Source:_____ Currency:_____

Access Granted To:_____

REQUIRED SIGNATURES

_____   Date:_____
Assoc. Director of Student Accounts

_____   Date:_____
Kurt Steinmiller, Director of Student Accounts