

GRADUATE SCHOOL OF ARCHITECTURE, PLANNING & PRESERVATION

FINANCE OFFICE COVER SHEET

DATE:

AMOUNT TO PAY:

\$ _____

DEPT. /PROGRAM NAME:

FORMER ACCOUNT NUMBER:

PAYMENT DESCRIPTION:

PAYEE NAME:

PAYEE ADDRESS:

CITY

STATE

ZIP CODE

PAYEE EMAIL:

PAYEE TELEPHONE:

() _____

PAYEE UNI:

DEPARTMENTAL SIGNATURE

PRINT NAME

FINANCE OFFICE USE ONLY: Crosswalk to ChartString(s).

FAS ACCT #		ARC CHARTSTRING								
ACCOUNT #	SUBCODE	BUSINESS UNIT	ACCOUNT	DEPARTMENT	PC BUS UNIT	PROJECT	ACT.	INITIATIVE	SEGMENT	SITE
Former 6-digit a/c #	Former 4-digit subcode	5 characters, all alpha, required	5 characters all numeric, required,	7 characters, all numeric, required	5 characters, all alpha, required	8 characters, 2 alpha, 6 numeric, required	2 char, num., req.	5 characters, all numeric, not required but must fill with zeros if not used	8 characters, all numeric, not required but must fill with zeros if not used	4 characters, all numeric , not required (can be left blank)