Subcode Request/Maintenance Form

Billing & Receivables System (BRS)

University of Colorado at Boulder

Bursar's Office
Accounting Control Department
43 UCB, Boulder, CO 80309-0043
Phone: (303) 492-5583
Fax: (303) 735-5935
http://bursar.colorado.edu

Type of Maintenance:

- ☐ Create a new subcode
- ☐ Inactivate a subcode
- ☐ Change the description on a subcode
- ☐ Change a FOPP or account number
- ☐ Other _____

Subcode Number 6 _____ B 1 **AU**

Purpose of Subcode: _____

_____

Subcode Description (30 Character Maximum)

Account 1:

Fund	Org	Program	Project	Account	Speed Type

Account 2:

Fund	Org	Program	Project	Account	Speed Type

User	C/P	Charge Class	Bill Sequence	Future Item Y/N	Title IV Y/N	L-Account
I E	C	A F A	1	N		

C O X M — **Contact Name (Last Name, First Initial)**

2858858 — **Phone**

1 2 3 U C B — **Campus Mail**

S T U D Y A B D — **Department**

_____ / / — **Department Approval** **Date**

Accounting Control use only

Initials ___ **Date** __ / __ / __

Return: BRS.Accounting@Colorado.edu; FAX: (303) 735-5935; Mail: 43 UCB; Questions: (303) 492-5583

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