# 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** 8 | 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 |
|---|---|---|---|---|---|
| 10 | 10518 | 16617 | | 100302 | 26791 |

| User | C/P | Charge Class | Bill Sequence | Future Item Y/N | Title IV Y/N | L-Account |
|---|---|---|---|---|---|---|
| FA | P | | 8 | | | |

**Contact Name (Last Name, First Initial)**: CONKRIGHT E

**Phone**: 28404 8404

**Campus Mail**: 077UCB

**Department**: FIN AID

**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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