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) 492-3562
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 ☐☐☐☐☐ 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

Contact Name (Last Name, First Initial) ☐☐☐☐☐☐☐☐☐☐☐☐☐

Phone ☐ - ☐☐☐☐

Campus Mail ☐☐☐ U C B

Department ☐☐☐☐☐☐☐☐☐☐☐

Department Approval _____ **Date** / /

Accounting Control use only

Initials ☐☐☐ **Date** ☐☐ / ☐☐ / ☐☐

Return: BRS.Accounting@Bursar.Colorado.edu; FAX: (303) 735-5935; Mail: 43 UCB; Questions: (303) 492-3562

Rev 1.05 5/20/04

Reset