Subcode Request/Maintenance Form
Billing & Receivables System (BRS)

University of Colorado at Boulder
Bursar's Office
Accounting Control Department
12 UCB, Boulder, CO 80309-0012
Phone: (303) 492-5583
Fax: (303) 735-5935
http://www.colorado.edu/bursar
brs.accounting@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** ☐☐☐ U C B **Campus Mail**

_____ _____ / /

Department **Department Approval** **Date**

Accounting Control use only

Initials ☐☐☐ **Date** ☐☐ / ☐☐ / ☐☐

Return: FAX: (303) 735-5935; Mail: 12 UCB; Questions: (303) 492-5583

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