



**Business Office**

(907) 474-7384 • Fax (907) 474-5898  
www.uaf.edu/business



America's Arctic University

## Detail Code Creation/Change Request Form

Campus: \_\_\_\_\_ Charge or Pay Type: \_\_\_\_\_ (Revenue generating = C)

Department: \_\_\_\_\_

Requestor Name: \_\_\_\_\_

Fund [*Cannot be fund 3 (grants)*]: \_\_\_\_\_ Org: \_\_\_\_\_ Account: \_\_\_\_\_

Desired Detail Code Description: \_\_\_\_\_

Preferred Detail Code: \_\_\_\_\_ (Limit 4 characters, must start with F for Fairbanks, Z for Chukchi, 7 for Bristol Bay, 8 for IAC, N for Northwest, X for CTC, etc.)

Estimated length of use (years): \_\_\_\_\_ Frequency: \_\_\_\_\_

Is this student aid? Scholarship, fellowship, grant, award, etc.? \_\_\_\_\_

Justification for request (why do you need a detail code?): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Will this be linked to an exemption code? \_\_\_\_\_

Fax to 907-474-6183.  
Contact Amanda Wall at 474-7552 or amanda.wall@alaska.edu for more information.

For Office Use Only: \_\_\_\_\_

Date Completed: \_\_\_\_\_ By: \_\_\_\_\_