BYU
Financial Services
Student Financial Services

New Item Type Request Form
Student Accounts

Request Information:

Requester Name:

Requesting Department:

What is the rationale for the fee:

What student population will be charged this fee:

Will the fee be charged to an entire class or group:

What is the expected frequency of the fee:

What is the expected dollar amount of the fee:

What is a phone number, website, or email address to refer students to if they have questions about the transaction?

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Item Type or Charge Description:
Item Type Description: **Department:**

Credit Fields:
Account to Credit:
Class Field:
Operating Unit:
Write-off Account:

For Office Use Only:		
New Item type Number:		
Debit Fields:		
Item Code:	**Item Type Key Word:**	**Account Type:**

Please email completed form to tiffany_hawkins@byu.edu to have your new item type approved and created as soon as possible.

Item Type Creation 101

We have included the following narratives to describe the input fields in the above form.

About this Document: The formatting of this document will allow you to edit the highlighted fields, and only those fields. This helps ensure a proper set up of the item type.

Fields:

Description: Enter the description of your proposed item type. Be specific enough so the student will know what the charge represents. The description must be 30 characters or less. This field will automatically restrict you from entering in a description that exceeds 30 characters. If there is an item type naming convention for your department, ensure that you follow that convention.

Department: The department name provides several functions for Student Financials: the item type number will be generated from a predetermined range for each department, the department name provides a check point for item type controllers, and it plays a key role in automating the write-off process.

Write-off Fields: This field was implemented to conform to the write-off process of the University. The mechanics of this field is identical to the mechanics of the credit field that you filled out about it. If you are unsure about the write-off account for your department, contact your department controller. The sequence of this input is as follows:

<div align="center">

(Account to credit) – (Class field) – (Operating unit)

</div>

Submission:

After completing the form, send it to tiffany_hawkins@byu.edu for processing.   The process of creating and activating the item type typically takes around two weeks due to the various controls that are in place to ensure a proper setup.