



BROWN UNIVERSITY  
**CONTROLLERS OFFICE**

# Account Create Request

**Account #:** \_\_\_\_\_

To be assigned by Controller's Office

Requested by: \_\_\_\_\_

Date of Request: \_\_\_\_\_

Type of Account: (please check one)

Income a/c (1-Ledger)

Plant Fd. (0/7-Ledger)

Appropriation (budgeted or unbudgeted) (2-Ledger)

Agency Fd. (0/9-ledger) (requires Appropriation a/c as backup source)

Auxiliary Enterprises (3-Ledger)

Other \_\_\_\_\_

Misc Rest. Gift (0/6-Ledger)

**Minimum Data Requirements:**

Account name:

Short Description (max. 20 Characters): \_\_\_\_\_

Long Description (no acronyms or abbreviations)

Purpose/Justification for the creation of the account, including funding source (required):

Box # (for mailing purposes): \_\_\_\_\_

Responsible person: \_\_\_\_\_

Dept name / Dept Number: \_\_\_\_\_ / \_\_\_\_\_

**Other available info (fill-in if known):**

AICPA \_\_\_\_\_

Div (UN/MD) \_\_\_\_\_

Exec Lvl. \_\_\_\_\_

Exp Purp \_\_\_\_\_

YE Proc (F/P) \_\_\_\_\_

Rev Purp \_\_\_\_\_

Rpt Dist (UR/TR/PR..etc.) \_\_\_\_\_

Reclass \_\_\_\_\_

Or create with attributes similar to account #: \_\_\_\_\_

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**Controller's Office Use Only**

Approved by: \_\_\_\_\_

Date created: \_\_\_\_\_

**ATTACH ALL APPLICABLE CORRESPONDENCE AND OTHER DOCUMENTATION**