

Account Request Form Instructions

SECTION 1

Account Type: Indicate the type of account being requested by checking one of the following:

- **02 Operating** – represents core University operations that are funded primarily by tuition, the State appropriation, and Education & General sales and services. Departmental “hard fund” budgets are allocated annually as part of the University’s Planning and Budgeting Process
- **02 Balance Sheet** – Assets and liabilities associated with core University operations and includes a purpose code
- **03 Cost Center** – “Break even” activities that are supported by revenue from external customers and/or interdepartmental cost recovery from other University departments
 - 1) Specialized Service Facility** – specialized service provided primarily to sponsored research, e.g., Central Animal Facility and DNA Sequencing
 - 2) Central Support Services** – Provides support for departments and programs, e.g., Telecommunications, Motor Pool, Computing Services, Central Printing, Mailing Services, Inventory Stockrooms, and Central Copying Services
 - 3) Informal and Professional Educational Programs** – Degree/non-degree programs for Professional Certification or self-improvement, e.g., Continuing Ed; Conferences and Seminars; and Dental Students providing services
 - 4) Auxiliary Enterprises** – Provides services to individual students, faculty or staff, e.g., Food Services, Parking and Transportation, Bookstore, and Property Management
- **03 Balance Sheet** – Assets and liabilities associated with cost center operations and requires a purpose segment
- **04 Discretionary** – Funds restricted by donors and other external agencies for specific purposes, programs, departments or schools
- **07 Government Student Loan** – Government-funded revolving student loans (e.g., Perkins Loans and Stafford Loans)
- **09 Agency** – Resources held by the University (the Agent) for organizations or entities (the Principal) external to the University (e.g., a student, staff or alumni association; a professional or scientific organization in which faculty or staff are officers or editors) that are not subject to the University’s control
- **47 University Student Loan** – Revolving loan funds that are established by gifts from outside donors or board designated funds

Account Title: Print or type the title of the account being requested. Note that PRISM allows 240 characters in this field but only 30 will be shown on most financial reports.

Start Date: Print or type the earliest date by which the new account is needed.

Expected Duration: Print or type the expected life of the account (e.g., “Indefinite,” “FY 20XX” or “FY 20XX through FY 20XX”).

Department: Print or type the five-digit code and name of the responsible University department.

Responsibility Center: Print or type the two-digit code and name of the requesting department’s Responsibility Center.

Purpose/Justification: Print or type a brief description of the intended purpose of the requested account. Attach copies of all relevant documents that specify expenditure restrictions such as formal program authorization memoranda or donor agreements.

Funding Sources: Indicate the type of funding source(s) expected to support the expenditures of the requested account by checking all funding sources that apply. If more than one funding source is identified, please circle the primary funding source. If the funding source is a gift and has been received and deposited to the University's restricted gift holding account, please specify the amount. Then enter the estimated annual total of all funding sources identified. (**NOTE:** If departmental Cost Recovery has been selected, please indicate in the corresponding box if a new IDC Authorization code is needed for processing charges. If a new code is being requested, Section 3 of this form must be completed.)

Activities/Expenditures: Indicate the type of activity or activities expected to be supported through the expenditures of the requested account by checking all activities that apply. If more than one activity is identified, please circle the primary activity (i.e., largest proportion of expenditures). Then enter the estimated annual total expenditures of the requested account.

Overdraft Account: If requesting a Discretionary or Agency account, you must provide an Operating (02) account to which overdrafts are to be charged.

SECTION 2

Financial Report Distribution: For each recipient, print or type their full name, the last four digits of the social security number, and the campus mailing address of the recipient(s). Check off all of the reports to be distributed for this account.

SECTION 3

IDC Code Information: List the nature or type of charges. Provide the debit (charge) and credit (recovery) subcodes that will be used - leave blank if you are not certain of the proper subcode usage. You will be notified of the appropriate subcode usage. Clearly print or type all preparer and approver information as indicated.

SECTION 4

PRISM Access: To request online access for a new department value, go to the PRISM User Forms web page at www.bc.pitt.edu/prism/PrismForms/index.html and follow the PRISM Department User Access instructions.

Responsible Person: Print or type the full name, working title, mailing address, telephone number, fax number, and e-mail address of the authorized faculty or staff employee who assumes responsibility for the proper administration and monitoring of the requested account.

Certification: The responsible person must sign and date the form.

Approval: Print or type the name of the Provost, Vice Chancellor, Dean, or Responsibility Center Business Manager approving the account request and report distribution. The Vice Chancellor, Dean, or Responsibility Business Manager must sign and date the form.

Note: General Accounting will not process incomplete account request forms, including forms without proper authorization.