

**Ann Arbor Public Schools**

**New Account Code Request**

TO: Assistant Director, Finance & Purchasing

DATE: \_\_\_\_\_

A. PURPOSE OF REQUEST:

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

B. SOURCE(S) OF REVENUE:

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

C. TRUST & AGENCY ACCOUNTS - Disposition of funds when no longer active

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

Signed: \_\_\_\_\_  
Budget Manager/Principal Teacher Advisor/Coordinator

PERSON(S) RESPONSIBLE FOR ADMINISTERING ACCOUNT:

Name: \_\_\_\_\_ Title: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**List Account Codes to be built:**

Revenue: \_\_\_\_\_  
\_\_\_\_\_

Expenditure: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Attach additional sheets as necessary

\_\_\_\_\_  
Assistant Director, Finance & Purchasing