Chart of Account Form

Mail Services

Old account number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dept. ID Fund Cat. Fund Function Bus. Unit Proj./Grant Activity ID Program Purpose site

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Department / Grant Description: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Fill out this form with your complete Chart String and Department or Grant name so if a question arises about the account we know who to contact. Then print and attach this form to your mail.