



SUNY College at Brockport
Office of Accounting
Detail Code Request Form

ALL FIELDS BELOW MUST BE COMPLETED FOR A NEW DETAIL CODE TO BE CREATED;
 AN INCOMPLETE FORM WILL RESULT IN THE DELAY OR RETURN OF YOUR REQUEST.

A detail code is made up of four characters and is used to represent a tangible item. This form should be used to request a detail code for depositing cash into the Banner system. NOTE: "Cash" can include (but is not limited to) the following: currency and coins, personal checks, business checks, traveler's checks, cashier's checks, money orders, credit/debit card transactions, electronic payments including Automated Clearing House (ACH), and wire transfers.

Date 1/22/2008

CONTACT INFORMATION	
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Department Name _____

Requested By _____ Ext _____

(NAME OF INDIVIDUAL PREPARING FORM)

E-mail Address _____

(PLEASE PROVIDE E-MAIL ADDRESS OF PERSON PREPARING THIS FORM)

DETAIL CODE INFORMATION	
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IFR Account #:

9					
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(CASH CAN ONLY BE DEPOSITED INTO ACCOUNTS THAT BEGIN WITH "9")

What is this detail code going to represent? (ex. Fine Arts Events Pass)

Brief Description of Revenue Collected: (ex. Cash collected is from the sale of Fine Arts Events Passes to SUNY Brockport Students)

PLEASE CLICK BELOW TO SUBMIT THIS FORM ELECTRONICALLY TO THE ACCOUNTING OFFICE.
IF UNABLE TO SUBMIT ELECTRONICALLY, PRINT & MAIL COMPLETED FORM TO THE ACCOUNTING OFFICE, ROOM 215 RAKOV.

A staff member from the Accounting Office will contact you when your code is ready.

- Please direct any questions you may have to the Accounting Office at extension 5960 or 5860.
- Please allow a minimum of two weeks to process.