

Tulane

Accounts Receivable Department  
Subcode Maintenance Form

Date: \_\_\_\_\_  
College: \_\_\_\_\_  
Department: \_\_\_\_\_

|                  |
|------------------|
| For BRS Use Only |
| Subcode Assigned |
| _____            |

- Delete** Subcode \_\_\_\_\_.
- Add** Accounts Receivable Subcode as follows; or
- Change** Subcode \_\_\_\_\_ as follows:

Subcode Name/Description:

Complete one of the following (offset account will be Accounts Receivable):

**Debit:**

| GL Account Information |          |          | Grant Account Information |      |       |          |
|------------------------|----------|----------|---------------------------|------|-------|----------|
| Acct                   | Nat Acct | Dept Use | Project                   | Task | Award | Exp Type |
|                        |          |          |                           |      |       |          |

**Credit:**

| GL Account Information |          |          | Grant Account Information |      |       |          |
|------------------------|----------|----------|---------------------------|------|-------|----------|
| Acct                   | Nat Acct | Dept Use | Project                   | Task | Award | Exp Type |
|                        |          |          |                           |      |       |          |

Justification:

| APPROVAL                                                   |
|------------------------------------------------------------|
| Requested by:                                              |
| _____<br>Signature <span style="float: right;">Date</span> |
| Responsible Person:                                        |
| _____<br>Signature <span style="float: right;">Date</span> |