Form Instructions

Tulane

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Request for Department Use Segment Value

The Department Use segment of the Accounting Flexfield allows departments to track transactions within an account in ways that are not accommodated by the Natural Account segment. Examples of appropriate values are to track revenues and/or expenses by individual, by event, by functional area, by activity, etc.
It is the responsibility of the requesting department to ensure that its Department Use values are used correctly, have appropriate descriptions, and are reported on correctly within the department.

List below the requested Department Use value descriptions:

Description:	Value (to be assigned by Accounting)

Provide organization numbers or account numbers to which the Department Use value(s) requested above should be restricted:

Organization No.(s) _____
-or-
Account No.(s) _____

Explanation:

Authorization:

Requested by: _____ _____
Name (please print) Email Address

Approved by: _____ _____
Signature Title

Date: _____ Organization Name: _____