



# Activity Code Request Form

**Instructions:** Complete this form to request, change or terminate an activity code. Send completed form to Financial Reporting via e-mail at [genaccting@drexel.edu](mailto:genaccting@drexel.edu) or via interoffice mail to 1505 Race Street, MS1064, 938 Bellet Building. For questions contact 215-895-0281.

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Select which Chart of Accounts the Activity Code is being requested for :

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**Activity Code**

New

Revision

Termination

**NEW Activity Codes - This section is to be completed for new activity code requests only.**

1.) Please provide the title of the activity code  
(Max 35 Characters):

2.) Describe the purpose of the activity code:

3.) All activity codes will utilize an effective date of 10/1/1988. If you would like a different effective date, please provide the date in the box to the right:

**Revisions - This section is to be completed for requests to revise an activity code only.**

4.) Suggested Revised Title (Max 35 characters):

**Terminations - This section is to be completed for requests to revise an activity code only.**

5.) Provide date you wish to terminate activity code:

**Name:**

**Title:**

**ID#:**

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**Comptroller's Office Use Only**

Activity Code #:



