



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 or via interoffice mail to 1505 Race Street, MS1064, 938 Bellet Building. For questions contact 215-895-0281.

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

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#:

Comptroller's Office Use Only

Activity Code #:

