The State University of New York
Office of the University Controller
Chart of Account Request Form

Type of Request:	☐New Account	☐Change	☐Close

Campus:		Fiscal Year:	

Account Number:		Account Title:	

NACUBO Function:		Fund:	

Exp/Use? Y☐ N☐	Utility? Y☐ N☐	Fund Override? Y☐ N☐	**For System Admin Use Only:**	Lump Sum? Y☐ N☐	Cost Center Override? Y☐ N☐

Justification for establishing new account (Please specify what type of expenditures will be charged to this account, so that the proper NACUBO function can be determined for GL reporting purposes)

Please complete these required fields for IFR accounts:

Associated State Account:		Revenue Classes:	

Program Begin Date:	
Program End Date:	

Major Project Code:	

Requested By:	

Date Submitted:	

Please send all Chart of Account requests to UCO-COA@suny.edu