RESET FORM

WHITE - Business Office

REQUEST FOR NEW ELEMENT VALUE

The University of Iowa Business Office

(Please see directions on the reverse side)

PINK- Returned to Dept

GOLDEN- Retained by Dept

Requested By	Date	Departmental Approval	Dept. No.
Requestor Phone Number		Organizational Unit Approval	Org. No.

1. a) New Element Number (Only one new element per Request) (1000-8999 range)

DEPT	SUBDEPT	PROGRAM ID & No.	ORGANIZATIONAL ACCT	DEPARTMENTAL ACCT	COST CENTER
|___|___|___|___|	|___|___|___|___|___|	|___| |___|___|___|___|___|___|___|	|___|___|___|	|___|___|___|___|___|	|___|___|___|___|

b) New Element Description (35 Characters only)

_____

COMPLETE SECTION 2, 3, 4 and 5 ONLY IF ESTABLISHING A NEW DEPARTMENT, SUBDEPARTMENT or PROGRAM number.

2. Distribution 1._____ **Distribution 2.**_____

Print: Name and Campus Address — Print: Name and Campus Address

3. Specify Master File Key that will cover any overdraft or receive remaining balance. (Corp, Fund, Org, Dept, Subdept, Program, Function)

CORP	FUND	ORG	DEPT	SUBDEPT	PROGRAM	FN
|___|___|	|___|___|___|	|___|___|	|___|___|___|___|	|___|___|___|___|___|	|___| |___|___|___|___|___|___|	|___|___|

4. Reason for Request and Source of Funds

_____

_____

5. Valid "WHO" Keys that new Department, Subdept or Program number will be used with:

CORP	FUND	ORG	DEPT	SUBDEPT	PROGRAM	FN
|___|___|	|___|___|___|	|___|___|	|___|___|___|___|	|___|___|___|___|___|	|___| |___|___|___|___|___|___|	|___|___|

Open Date: _____ Close Date: _____

(repeat the key row and Open Date / Close Date four more times)

Business Office use only

Rec. Date _____

Entered _____

Initials _____

Phone No. _____

If more "WHO" Keys are needed, attach an additional sheet.

RETURN THIS FORM TO ACCOUNTING SERVICES, Room B5, JH