



UNIVERSITY OF NOTRE DAME

University of Notre Dame
Request for Account File Maintenance

DATE OF REQUEST: \_\_\_\_\_

REQUESTERS NAME: \_\_\_\_\_

DEPARTMENT: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

REQUESTERS E-MAIL ADDRESS: \_\_\_\_\_

FIRST ITEM

FOAPAL:

FUND \_\_\_\_\_ ORG \_\_\_\_\_ ACCOUNT \_\_\_\_\_ PROGRAM \_\_\_\_\_ ACTIVITY \_\_\_\_\_ LOCATION \_\_\_\_\_

DEPARTMENT: \_\_\_\_\_

PURPOSE & \$ VALUE: \_\_\_\_\_

- ERROR MESSAGE: \_\_\_\_\_ ASSOCIATION REQUIRED
\_\_\_\_\_ UNDEFINED FUND/ORG
\_\_\_\_\_ UNDEFINED ACCOUNT CODE
\_\_\_\_\_ FUND/ORG IS INACTIVE
\_\_\_\_\_ ACCOUNT CODE IS INACTIVE
\_\_\_\_\_ OTHER

ACTION TAKEN: \_\_\_\_\_

(Departmental Use Only)

SECOND ITEM

FOAPAL:

FUND \_\_\_\_\_ ORG \_\_\_\_\_ ACCOUNT \_\_\_\_\_ PROGRAM \_\_\_\_\_ ACTIVITY \_\_\_\_\_ LOCATION \_\_\_\_\_

DEPARTMENT: \_\_\_\_\_

PURPOSE & \$ VALUE: \_\_\_\_\_

- ERROR MESSAGE: \_\_\_\_\_ ASSOCIATION REQUIRED
\_\_\_\_\_ UNDEFINED FUND/ORG
\_\_\_\_\_ UNDEFINED ACCOUNT CODE
\_\_\_\_\_ FUND/ORG IS INACTIVE
\_\_\_\_\_ ACCOUNT CODE IS INACTIVE
\_\_\_\_\_ OTHER

ACTION TAKEN: \_\_\_\_\_

(Departmental Use Only)

For Grants & Contracts: Fax completed form to 574.631.4983 and we will respond within two (2) business days. For Restricted Funds: email form to restrictedfund-list@nd.edu. If you need any assistance completing the form please call Donna Sheer at 574.631.7990.