Requestor: Complete Section A and then e-mail form to Student Financial Services (lws5c@eservices.virginia.edu) and copy sasupport@virginia.edu

SFS: Review Request and Complete Section B. Email approved form to sasupport@virginia.edu

SASupport (SIS): Complete Section C.

Section A: Change Request (To be completed by Requestor)

1. Requestor Information
   Name: _______________   Dept: ______________________________
   Date Required: _________   Phone Number: __________________
   Date Requested: _________   Email ID: ____________________

2. Type of Change Required:
   ___New Item Type   ___Change to Existing Item Type

3. Reason for Request/Change:

4. Item Type Information:
   Term Item Type Required:____
   Will this be used for prior terms? ____
   Preferred Item Type Description (30 Character Limit)
   _______________________________
Preferred Item Type Short Description (10 Character Limit)
______________________

Choose Item Type Category:

Charge _____ Payment _____ Waiver ____ Deposit ____

Refund ____ Other ______________________________

If the Item Type is a payment is it refundable? Y/N __

Minimum Transaction Amount: $________

Maximum Transaction Amount: $________

Does this need to be reported back to Financial Aid as a resource?
Yes _____ No _____

Section B: GL Information (To be completed by Comptroller Office)

Debit GL String: __________________________________
Credit GL String __________________________________
Request Approved by: ____________________________Date __________

Section C: To be completed by SIS

Add GL components to Chartfields, if applicable.

Complete setup in SIS per instructions.

Notify ea-glrequests@virginia.edu in ISDS to update zero (0) dollar records for the new GL String.

Run Item Type Security

Notify User

Completed by______________ Completion Date: __________

2