

Tulane

Accounts Receivable Department
Subcode Maintenance Form

Date: _____
College: _____
Department: _____

For BRS Use Only
Subcode Assigned

- Delete** Subcode _____.
- Add** Accounts Receivable Subcode as follows; or
- Change** Subcode _____ as follows:

Subcode Name/Description:

Complete one of the following (offset account will be Accounts Receivable):

Debit:

GL Account Information			Grant Account Information			
Acct	Nat Acct	Dept Use	Project	Task	Award	Exp Type

Credit:

GL Account Information			Grant Account Information			
Acct	Nat Acct	Dept Use	Project	Task	Award	Exp Type

Justification:

APPROVAL
Requested by:
_____ Signature Date
Responsible Person:
_____ Signature Date