THE GEORGE WASHINGTON UNIVERSITY
WASHINGTON, DC

Student Account Services
45155 Research Place
Suite 240
Ashburn, VA 20147

Detail Code Request Form

Type of Request: ☐ New ☐ Discontinue (eff. date) _____ ☐ Modify Detail Code _____

Proposed Banner Detail Code (opt.)

Description to Appear on A/R Billing (30 char. max.)

Description of Intended Use / Reason for Request:

☐ Scholarship (41911) ☐ PTA (57111) _____ PTA Number: ☐ Endowment (41914) _____ Endowment Number:

Accounting Information

Banner Index _____ Account Number _____

Printed Name of Requester | Signature | Date | Unit

Send Completed Form to: Zachary Stodart - saobilling@gwu.edu - P. (571) 553-4294 - F. (571) 553-1099

(Authorized Use Only)

General Ledger Information

Percent	Accounting	Index	Fund	Account	Activity	Rule Class 1	Rule Class 2	Rule Class 3
%	A (Dr)							
%	B (Cr)							

Sr. Accountant

☐ Approved

Printed Name of Sr. Accountant | Signature | Date

TSADETC

☐ Updated

Printed Name of SAO Rep. | Signature | Date

Reset Form

Updated: 01/12/2017

/
Banner ID / Date