

Requesting New Account Codes

A. DESCRIPTION/PURPOSE:

The purpose of this procedure is to describe two ways to request new account codes.

B. PROCEDURE:

- 1) Using the district form – USE for Trust & Agency Account Codes and new clubs/ activities:
 - Go to AAPS website: Especially for Staff: Forms for Staff
 - Scroll down and click on New Account Code Request
 - Print and complete form – if you don't know what the appropriate code is, leave it blank and provide a description of the purpose for the requested code
 - Mail to Purchasing & Business Support Services/Balas
- 2) Via email – DO NOT USE for Trust & Agency or new clubs/ activities:
 - Send request via email to the Director of Purchasing and Business Support Services
 - Provide a description of the purpose for the requested code

If you need additional information or clarification, please call Purchasing & Business Support Services (994-2261).