



**ITEM TYPE REQUEST FORM (NEW/UPDATE)**

Please submit this form to sfsupport@fiu.edu for processing. Save file as PDF before sending. DO NOT scan to send or print to PDF.

**Requestor Information**

Name: Panther ID  
 Department: Job Title:  
 Phone Number: E-Mail Address:  
 Reason for request:

**Item Type Setup Information**

Name of Item Type: (Max 30 char.) Effective Term:  
 Item Type Number: (Provide if Updating only)  
 Classification  
 If charge, will this item be used for a degree seeking program? Charge Category  
 Accounting Information:

Debit	Account	Department	Site	Fund	Program Code	Activity/Project ID Num	Percent
Credit	Account	Department	Site	Fund	Program Code	Activity/Project ID Num	Percent
Debit	Account	Department	Site	Fund	Program Code	Activity/Project ID Num	Percent
Credit	Account	Department	Site	Fund	Program Code	Activity/Project ID Num	Percent
Debit	Account	Department	Site	Fund	Program Code	Activity/Project ID Num	Percent
Credit	Account	Department	Site	Fund	Program Code	Activity/Project ID Num	Percent
Debit	Account	Department	Site	Fund	Program Code	Activity/Project ID Num	Percent
Credit	Account	Department	Site	Fund	Program Code	Activity/Project ID Num	Percent

**Student Financials Systems Use Only**

Refundable? Yes No 1098T Eligible? Yes No Account Type  
 Charge Priority Payment Priority