

Washington University
Accounting Services
New Subclass/Object Code Request

Date: _____
Requester: _____
Department: _____
Phone #: _____

Expense:

Income:

What is the nature of the expense/income you are trying to classify?

Why do you need a separate Subclass/Object code?

What dollar volume do you expect to flow through this account?

Subclass/Object Code Title: _____

Description:

Date Action Taken/Notes

**Request Submitted
To BUOB Committee:** _____

**New Code Sent to
Systems & Procedures:** _____

AIS Code Listing Updated: _____