



# STUDENT FINANCIAL SERVICES AND CASHIERING

Campus Address: Lee Building College Park, MD 0742  
Fax # (301) 314-9098

## SAR TRANSACTION CODE INITIATION FORM

Department/Unit:				
Request Type:	New	Revise	Transaction Code:	
<b><u>Transaction Code Information</u></b>				
Transaction Description (30 characters or less):				
Short Description (12 characters or less):				
Purpose/ Explanation:				
Workday Finance Account Information:	Company ID	Driver Worktag	Operational Worktag	Ledger Account
<i>(Optional - Financial Aids)</i>				
Financial Aid ID:				
Request By:		Request Date:		
Email:		Signature		
Department Head:		Approval Date:		
		Signature		

### **STUDENT FINANCIAL SERVICES AND CASHIERING - ONLY**

Received Date:	Assigned TCode:
Name:	Effective Date:
	Signature