STUDENT FINANCIAL SERVICES AND CASHIERING

Campus Address: Lee Building College Park, MD 20742

Fax # (301) 314-9098

SAR TRANSACTION CODE INITIATION FORM

Department/Unit:		
Request Type: New	Revise	Transaction Code:

Transaction Code Information

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

(Optional - Financial Aids)

  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: