

# Ann Arbor Public Schools

## New Account Code Request

TO: PURCHASING & BUSINESS SUPPORT SERVICES DIRECTOR

DATE: \_\_\_\_\_

A. PURPOSE OF REQUEST:

\_\_\_\_\_  
\_\_\_\_\_

B. SOURCE(S) OF REVENUE:

\_\_\_\_\_  
\_\_\_\_\_

C. TRUST & AGENCY ACCOUNTS - Disposition of funds when no longer active

\_\_\_\_\_  
\_\_\_\_\_

Signed: \_\_\_\_\_

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Budget Manager/Principal

\_\_\_\_\_  
Teacher Advisor/Coordinator

PERSON(S) RESPONSIBLE FOR ADMINISTERING ACCOUNT:

Name: \_\_\_\_\_ Title: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

### List Account Codes to be built:

Revenue:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Expenditure:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Attach additional sheets as necessary

\_\_\_\_\_  
Purchasing & Business Support Services Director