

Finance – One Washington Square – San José, CA 95192-0008

Main: (408) 924-1558 Fax: (408) 924-1892

Complete the form and email it to [isupport-service@sjsu.edu](mailto:isupport-service@sjsu.edu). Enter: Fund & Item Type (Finance Support) in the subject line of the email.

**Requestor Information:** Name: \_\_\_\_\_ Phone: \_\_\_\_\_

**New Fund Description:** \_\_\_\_\_

**Return to Donor Fund Type:** Yes No

New Item Type Number (Must be 12 digits)	Description (Max 30 chars)	Short Desc (Max 10 chars)	Key Word (last 5 digits of new item type)	Key Word 2	Key Word 3	Similar to Item Type	Chartfield String Update (DR only)

Approved by Financial Aid Officer: \_\_\_\_\_ Date: \_\_\_\_\_

Finance Support Only:

Fund information	FNAT: <b>101553</b> Account: <b>609005 (DB)</b>	SCO Fund: <b>0948</b> PS Fund Rage Number: <b>40xxx</b>	CSU Fund: <b>431</b>	FTS: <b>Yes</b>
Terms for Item Type	4 Terms (Jan 1 – Sep 30) 8 Terms (Oct 1 – Dec 31)			
Fund Number				
Effective Date	Current Date			