

Object Code Request Form
 Step 1 should be filled in by Department making the request (Requester).
 Step 2 should be filled in by Campus Services.
 Step 3 should be filled in by Financial Reporting and Analysis (FRA).

Name of Requester	Title	Org Code
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Before a new object code can be created in KFS, please complete the following steps:

- Please answer the following questions related to the purpose and need for the new object code.**

What type of activity is this object code to be used for (i.e. create new expense object code, create new income object code, etc.)?

For the financial activity that will use this object code, will it be new activity, or is it current activity that will be reclassified?

If it is current activity, what object code is currently being used? Why does that object code no longer suffice?

Would a sub object code work for this activity?

Stop - if the responses to the above questions have revealed that a current object code or sub object code will fulfill your needs, no further action is required.

If the responses to the above questions have revealed that a current object code or sub object code will not fulfill your needs, please answer the following additional questions.

What chart code(s) does it need to be created for?

What object code should be copied that is similar to the new object code being requested?

Do you have a preference on the name?

Do you have a preference on the number? If not, FRA will select an appropriate and available code. If the object code exists on another chart code, it will be matched whenever possible.

If this is a new payroll object code, what HR Element Name(s) will be associated with this object code?

Once the above information is complete, the department's Business Officer is required to review and provide their approval below. Once the Business Officer has approved, email this form to Campus Services (bfs_campus_services@mail.colostate.edu) for review and approval.

Name of Business Officer approving the request	Title	Org Code
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2. **Campus Services, please review the above for accuracy and completeness. Add additional information as necessary and provide your approval below if appropriate. Once complete, email BFS FRA (bfs_fra@mail.colostate.edu) and attach this form to request the new code(s).**

Campus Services Comments

Name of Campus Services Member approving the request	Title	Org Code
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3. **FRA, review and approve if appropriate, then forward the email (with this form attached) to the Controller or Associate Controller for approval. After receiving the approval from management, FRA will create the requested object code(s). This form will be attached in PDF format as support to the KFS document(s).**

FRA Comments

FRA use only	KFS:
Confirmed need for new OC <hr/>	Reports to Object Code <hr/>
Obtained department approval <hr/>	Object Type Code <hr/>
Obtained Campus Services approval <hr/>	Level Code <hr/>
Obtained FRA approval <hr/>	Historical Financial Obj Code <hr/>
Obtained Controller/Associate Controller approval <hr/>	CORE Balance Sheet Acct # OR CORE Object/Revenue Code <hr/>
	Statement Category Code <hr/>

Name of FRA Manager approving the request	Title	Org Code
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Name of Controller/Associate Controller approving the request	Title	Org Code
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