



Business and Financial Services  
6003 Campus Delivery  
555 S. Howes Street  
Fort Collins, CO 80523-6003

## Banner Detail Code New Request or Edit Form

New or Edit Detail Code:                      New Request                      Edit Existing

Date \_\_\_\_\_

Requesting Department & Department Number \_\_\_\_\_

Person Requesting \_\_\_\_\_

Type of Detail Code:              Charge Type                      Payment Type

Requested Detail Code Description \_\_\_\_\_

Please list in detail the justifications and proposed use of the detail code, or the reason for editing the existing detail code:

KFS Account Number \_\_\_\_\_ KFS Sub-Account Number (if applicable) \_\_\_\_\_

KFS Object Code \_\_\_\_\_ KFS Sub-Object Code (if applicable) \_\_\_\_\_

\_\_\_\_\_  
Requestor Signature

\_\_\_\_\_  
Department Head/ Dean/Director/ or College/Division Business Officer

Return completed form via email to [BFS\\_BannerHelp@colostate.edu](mailto:BFS_BannerHelp@colostate.edu)

<b>For internal BFS use only</b>	<b>New Detail Code</b> _____
Reviewed by _____ Campus Services Signature	Date _____ Feeds to 1098-T
Reviewed by _____ Accounts Receivable Manager Signature	Date _____
Recommended by _____ Banner Accountant Signature	Date _____