



ESTABLISH/UPDATE/INACTIVATE
EXPENDITURE ACCOUNT REQUEST
 OFFICE OF THE AUDITOR-CONTROLLER

Level _____

SPM FORM
GL - 3
 (POLICY #502)
 Page 1 of 2
 (Submit all pages)

Establish Update Inactivate **Effective Date:** _____

Appropriation Account	Expenditure Account (To be Assigned If New)	Description (Limit 30 characters)	Short Description (Limit 10 characters)

Agency/Department/Special District Name Special District

Chartfield Requestor Printed Name / Phone / Mail Stop # Date

1. Purpose:

2. What would this expenditure account represent to the organization? (Program related expenses, lower level organizational expenses, project related expenses, etc.)?

Auditor-Controller Approval

Approved Denied

Principal Accountant , General Accounting Division, Office of the Auditor-Controller Date

Distribution – By Accounting Records in the Auditor-Controller’s Office **Date Distributed:** _____

Original - Auditor-Controller (General Accounting)

Copies - Auditor-Controller – Budget division (only if level 4)

To Be Completed By the Auditor-Controller's Office

CHECKLIST

(Circle One)			Description	✓	Initials	Date
No.	Add	Inactive				
1	A		Chart of Accounts			
	A		Update Reporting Tree			
	A		Run validation queries			
			Verify Expenditure Control			
			Verify Budget Control			
	A	I	Add/update the Payroll Account Codes			
	A	I	Add/update Position Data			
	A	I	Add/update Employee Information			
	A	I	Communicate Change			
2			Budgets			
	A		Budget Setup			

COMMENTS: _____
