

New Speedtype Request Form

To request a new speedtype (account), please provide the following information:

Section 1: Speedtype information

Date: _____ Title of speedtype (30 character limit): _____

Purpose of speedtype / Description of activity: _____

Start date: _____ Please check if this is an ongoing speedtype

End date (if applicable): _____

Section 2: Sources of funds

Check all that apply:

Budgetary funds Transfer from? _____

Gifts From whom? (i.e. Corporations, Individuals, etc.) _____

Sales Of what? _____

Fees For what? _____

Other Describe: _____

Section 3: Responsible person

Name: _____ EMPLID: _____

Title: _____ Campus: Akron


Department name: _____ Wayne

Campus extension: _____ Mail zip: + _____

Section 4: Authorizations

Requester: _____ Date: _____

Department Chair/Director: _____ Date: _____

 Return completed form to: Resource Analysis & Budget +6202 for budgetary speedtypes (2xxxxx & 3xxxxx)
Associate VP/Controller +6205 for all other speedtypes

 If the responsible person requires security access to PeopleSoft financial budgetary inquiry, please complete the **Peoplesoft Security Request** form at <https://footprints.uakron.edu/secure/ps/>

Budget & Controller USE ONLY

Approved by: _____

Budgetary Class: _____

New Speedtype: _____

New Chartfields:

Fund _____ Department _____ Dept Unit _____ Program _____ Class _____