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 ☐ Wayne

Department name: ________________________________

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 _______

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