Clear Form   # COA SEGMENT REQUEST

Requestor:_____ **Phone No:** _____

Requestor Email: _____

☐ **ADD NEW**
  ☐Fund ☐Department ☐Activity ☐Combination Set (ONLY new Combination Set requests may be emailed to ControllerComboSet@utk.edu)
  ☐ **Model After Existing #:** _____
  - **For Fund Group (provide first 2-4 numbers):**_____

Description: _____

Allow Budgeting: ☐Yes ☐ No

Allow Posting: ☐Yes ☐ No

Used for Sponsored Project? ☐Yes ☐ No

Used for Capital Project? ☐Yes ☐ No

Start Date: _____ **End Date:** _____

Related Fund: _____

Combination Set: (REQUIRED FOR POSTING ALL NEW SEGMENTS- can attach spreadsheet for multiple new sets**)**

Entity:_____ **Fund (at least first two digits):**_____

Department: _____ **Program(s):** _____

Alternative Account: (backup Combination Set for posting if current unavailable)**:** _____

NEW DEPARTMENTS ONLY:

Cost Center Manager: _____ **Have Employees?** _____

☐ **UPDATE EXISTING**
  ☐Fund ☐Department ☐Activity   **#:** _____

	CURRENT Data	**Requested Change**
Description:	_____	_____
End Date:	_____	_____
Related Fund:	_____	_____

☐ **REQUEST TO INACTIVATE/CLOSE**
  ☐Fund ☐ Department ☐Activity **#:** _____ **End Date:**_____
  ☐ **Combination Set:** _____

Additional Relevant Information:
_____
_____

_____   _____   _____
UTFI/UTSA Treasurer's Office   **Dean / Fiscal Officer**   **Campus Business Office**
(If gift)   **(If Non gift)**

_____   _____   _____
Date   Date   Date