



GENERAL LEDGER SEGMENT VALUE SET-UP AND CHANGE REQUEST FORM

New Change

Requestor's Name:

Requestor's E-mail:

Requestor's Phone or Extension:

Segment:

Object Code Funding Source Operating Unit

Grandparent Value:

Grandparent Name:

Parent Value:

Parent Name:

Child Value:

Child Name:

----- Additional information needed for balance sheet object codes -----

Definition (purpose):

Reconciliation Support Source:

Staff assigned to reconciliation:

Manager assigned to review:

Frequency of reconciliation:

Balance sheet category:

Requesting Department's Approvals:

Requested By: _____ Date: _____

Approved By: _____ Date: _____

General Ledger Administrator's Approvals:

Approved By: _____ Date: _____

Entered By: _____ Date: _____