

# 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 \_\_\_\_\_