

**University of Southern California - Office of the Comptroller  
General Ledger Processing - Form D  
FREEZE / UNFREEZE ACCOUNT REQUEST**

|                      |               |
|----------------------|---------------|
| <b>Requested by:</b> | <b>Date:</b>  |
| <b>Department:</b>   | <b>Phone:</b> |

**Senior Business Officer Approval:** \_\_\_\_\_

**Return to: Office of the Comptroller, UGB 203, MC 8003, 213 821-1900**

**Check One:**      Freeze?       Unfreeze?

|                        |  |
|------------------------|--|
| <b>Account Number:</b> |  |
| <b>Account Signer:</b> |  |
| <b>Account Name:</b>   |  |

**Reason: (Check One)**

|  |
|--|
| <input type="checkbox"/> <b>No Budget</b>                  |
| <input type="checkbox"/> <b>Funds Terminated</b>           |
| <input type="checkbox"/> <b>Bad Account</b>                |
| <input type="checkbox"/> <b>Overdraft</b>                  |
| <input type="checkbox"/> <b>Administrative Action, By:</b> |
| <input type="checkbox"/> <b>Other, Explain:</b>            |
|  |

**Effective Date:** \_\_\_\_\_

**Office Use Only**

**Comptroller Office Approval:** \_\_\_\_\_

**Input By:** \_\_\_\_\_      **Input Date:** \_\_\_\_\_