

University of Southern California
Financial Administration and Performance
UNRESTRICTED/RESTRICTED CHART-OF-ACCOUNTS FORM

- Requested By: _____ Date: _____
- Department: _____ Phone: _____
- Senior Business Officer Approval: _____
- New Account? or Change of Account information?

Instructions: Fill out all lines marked with ➤ only.

Return To: Financial Administration & Performance, UGB-203 mc8003 213 821-1900.

- 1. Account Number _____
- 2. Account Name (long) _____
- 3. Statement Name (short) _____
- 4. Primary Signer _____
- 5. Rpt Distribution Name _____ 6) NSF Survey _____
- 7. Rpt Distribution Description _____ 8) SPA Code _____
- 9. Rpt Distribution ADDR/MC _____ 10) KUSC Code _____

- 11) Phone for Contact _____
- 13) Fund Group Code _____
- 15) GA/GE Code _____
- 17) Balance Sheet _____
- 19) Program Code _____
- 21) Home Dept. Code _____
- 23) Inception Date _____
- 25) Expiration Date _____
- 27) Account Status _____
- 29) Report Code _____

- 12) Account Type _____
- 14) Budgetable? _____
- 16) Indir Cost Rate _____
- 18) Indir Cost Code _____
- 20) Budget IDC Study _____
- 22) IDC Function Code _____
- 24) Purpose Code _____
- 26) Fin Report Sched. 1. _____
- 28) Dept. No. _____
- 30) Fringe Rate _____

31) Account Comments:

FAP Approval: _____

Input by:

Date:

Common mistakes that will delay the processing of your form:

- Missing Program Code: field #19
- Enter the information in fields #1 thru #5 and #7, #9, #11 as you want them to appear on the General Ledger.

For information on the USC Accounting Structure, see

<http://www.usc.edu/dept/finserv/dirtrng/ba-acct-obj-info.htm>

Return to the FAP Home Page:

<http://www.usc.edu/dept/finserv/dirtrng>

Update: FAP frm-coa.pdf - 11/02