



Office Of The Controller
Student Financial Services
SU80/Room 130
777 Glades Road
Boca Raton, FL 33431
Tel: 561-297-6101
Fax: 561-297-0683

DETAIL CODE REQUEST FORM

If you are a frequent depositor (greater than 12 deposits per year) and the funds are posted into the same index number and account code, then you should obtain a detail code. YOU MUST WRITE THE VENDOR Z NUMBER ON CHECKS THAT ARE DEPOSITED TO ENSURE PROPER CREDIT FOR PAYMENTS.

To obtain a detail code, please complete this form and email it to tcolleie@fau.edu. This detail code will be emailed back to you once it has been created.

Date of Request: _____

Department Name: _____

Requestor (Last Name, First Name): _____

FAU Email: _____

FAU Telephone Number: _____

Z Number: _____ Type (charge or payment)*: _____

Will this detail code be refundable or non-refundable? _____

Are these Institutional Charges?* _____

Account A (Accounts Receivable):

Account B (Revenue):

Banner Index: _____

Banner Index: _____

Banner Account Code: _____

Banner Account Code: _____

Detail Code Name: _____

Purpose of the Detail Code: _____

Area below to be completed by the Controller's Office.

Date Created: _____

Detail Code: _____

*Type: Information is provided by Budget Manager

*Institutional Charges: are owed directly to the school for tuition, fees and room and board contracted with the school. Other charges may be considered institutional charges if they are required for all students in a given program of study and if they are disclosed as such in the school's published consumer information.