Advantage Financial System
Reporting Unit Form

*****All fields are required unless otherwise stated.*****

☐ **NEW**

☐ **REVISION**

☐ **FISCAL YEAR** (use during year end)

☐ **DELETE / INACTIVE**

Item		Length	Value
Department		**3**	_____
Appropriation Unit (not needed if only requesting disbursement contact)		**6**	_____ (six digits)
Unit (*cannot start with zero, x, y, or z*)		**4**	_____
Unit Name - Current		**30**	_____
- NEW		**50**	_____
Contact Code	** system assigned code from Contact Page*		_____
Disbursement Contact Code	** system assigned code from Contact Page*		_____

CC:

Date Prepared _____

Authorized Signature _____

Phone Number _____