

THE TEXAS A&M UNIVERSITY SYSTEM

(11/11)

REQUEST FOR ADDITION OR CHANGE TO FIXED ASSET CLASS CODES

☐ ADDITION

☐ CHANGE

CLASS CODE (current or suggested) _____

FAMIS TITLE (35 characters or less): _____

REASON FOR REQUEST: _____

IF ADDITION:

THE EXPENSE OBJECT CODE RELATED TO THE NEW CLASS:	_____
SPA CLASS CODE TO MAP THE NEW REQUEST TO:	_____
SPA USEFUL LIFE (IN MONTHS) FOR THE NEW REQUEST:	_____
THE DEFAULT GL FOR THE NEW REQUEST:	_____

Name of Requestor

Phone Number of Requestor

Date

FOR SYSTEM BUDGETS & ACCOUNTING USE ONLY

Class code added, changed, or deleted on the following TAMUS classcode tables:

ALL 00 01 02 03 04 05 06 07 08 09 10 11 12 14 15 16 17 18 19 20 21 22 99

Effective Date: _____

☐ FREEZE ON MASTER

NOTIFICATION TO ALL MEMBERS

METHOD- _____ Date _____

Budgets & Accounting
Approval: _____

Comments: _____

Please submit completed form to SO Property Management