

Speedtype/Account Code Changes Form for CREDIT CARD PAYMENTS ONLY

Date:	<input type="text"/>	Effective Date:	<input type="text"/>
Requestor Name:	<input type="text"/>	Requestor Title:	<input type="text"/>
Merchant Name:	<input type="text"/>	MID #	<input type="text"/>
Dept. Phone:	<input type="text" value="502-"/>	American Express #	<input type="text"/>

Financial System Speedtype and Account Code

University Accounting will post funds received (full amount daily) and fees charged (total monthly) to the University's financial system. You will need to identify one Speedtype and one Account code for posting funds received and fees charged from our credit card processor. The same Speedtype and Account code may be used for both. You will not have to do anything unless you need to reallocate to other accounts.

FROM:

REVENUE:	Speedtype:	<input type="text"/>	Account Code: **	<input type="text"/>
FEES:	Speedtype:	<input type="text"/>	Account Code:	<input type="text" value="552605 *"/>

TO:

REVENUE:	Speedtype:	<input type="text"/>	Account Code: **	<input type="text"/>
FEES:	Speedtype:	<input type="text"/>	Account Code:	<input type="text" value="552605*"/>

* Account code 552605 is setup specifically for credit card fees. It is your option to use this account or you can change it to the account you wish to use.

** Account Code for Revenue typically begins with a '4'. There are two options available: a clearing account (130165), however, the department will need to be responsible for the reconciliation/reallocation of the account and need to obtain approval from University Accounting - who discourages the use of this option but is allowable. The second option is to send a grid to allocate with multiple speed types on a daily or weekly basis. The grid option will need to be discussed with University Accounting.

_____	_____
UBM (Printed Name)	UBM Title
_____	_____
UBM (Signature)	Date
RETURN COMPLETED and SIGNED FORM TO: Brian Soverns, treasury@louisville.edu	