

REPORTING STRUCTURE REQUEST

DGS OFS 2046 (Rev. 07/2018)

SECTION A – PROGRAM OFFICE CONTACT INFORMATION

PROGRAM OFFICE NAME	UNIT NAME		
PROGRAM OFFICE CONTACT NAME	PROGRAM OFFICE CONTACT PHONE	PROGRAM OFFICE CONTACT EMAIL	
APPROVED BY	SIGNATURE	TITLE	DATE

SECTION B – REASON FOR REQUEST

Add Modify Inactivate Effective Date: _____

Existing Reporting Structure Number _____
(Provide Reporting Structure Number to Modify or Inactivate)

Replacing Reporting Structure Number _____
(Provide Reporting Structure Number to Replace Inactivated Reporting Structure)

SECTION C – REPORTING STRUCTURE INFORMATION

FUND	PROGRAM
DESCRIPTION/TITLE OF REPORTING STRUCTURE	
REASON FOR THE ACTION (For Example – New Program, New Legislation, etc.?)	
TYPE OF EXPENSE EXPECTED	
SOURCE OF REVENUE	

SECTION D – PAYROLL REPORTING UNIT (Only Check One)

Required (If employee's payroll will be directly charged to the Reporting Structure)

New or existing payroll agency/unit _____
(Provide business address for payroll warrant to be delivered)

SECTION E – CUSTOMER ACCOUNT NUMBER (Only Check One)

Existing Billing Code _____
(Provide Billing Code)

New Billing Code (If new billing code needs to be established, attach completed DGS OFS 2019 form, Reference [SRF #1022](#))

SECTION F – BUDGETARY REPORTING STRUCTURE

Budgetary Reporting Structure Required

Yes No

SECTION G – OFS BUDGET & PLANNING SECTION USE ONLY

REVIEWED BY	DATE
APPROVED BY	SIGNATURE
	DATE

SECTION H – ACCOUNTING USE ONLY

REVIEWED BY	DATE
APPROVED BY	SIGNATURE
	DATE

Submit completed form to [SRF Accounting – General Ledger](#) Contact