

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 –REVENUE ACCOUNT CODE INFORMATION

ACCOUNT NUMBER (Assigned by Office of Fiscal Services)	OFFICE NAME	FUND	
REVENUE TITLE	EFFECTIVE DATE		
SOURCE OF REVENUE			
SERVICE PROVIDED			
IS THIS A NEW SERVICE? Yes No			
WAS THIS PREVIOUSLY INCLUDED WITH AN EXISTING SERVICE? Yes No			
PRICE OF SERVICE			
SOURCE AND METHOD OF ACCRUAL			

FREQUENCY (Select Only One)

Monthly Quarterly Annually As Occurs

SECTION C – BILLED REVENUE

AVERAGE NUMBER OF INVOICES	AMOUNT OF REVENUE BILLED		
CURRENT BILL TYPE	ADD NEW BILL TYPE	LEGACY TRANSACTION TYPE	

BILLING MEDTHOD

External Interface (Office prepares invoices and sends text file to Service Revolving Fund)
 Internal Interface (Office sends text file to Service Revolving Fund; Service Revolving Fund prepares invoices)

SECTION D – UNBILLED REVENUE

AMOUNT OF REVENUE GENERATED
METHOD FOR CUSTOMERS TO REMIT Over the counter sale Mail payment with an order Other _____

SECTION E – OFS BUDGET & PLANNING SECTION USE ONLY

REVIEWED BY	DATE	
APPROVED BY	SIGNATURE	DATE

SECTION F – ACCOUNTING USE ONLY

REVIEWED BY	DATE	
APPROVED BY	SIGNATURE	DATE