

Program Code Request Form

	Name	Date	Initials
Requested by (Program):	_____	_____	_____
From Accountant:	_____	_____	_____
Concur Budget Analyst:	_____	_____	_____

To: Functional Administrator, AMS

Fund:

Treasury Symbol:

Division:

ORG 1 Update

Place an 'X' after the appropriate action Add /Delete /Change

ORG 1 Number

ORG 1 Title

Program Code Update

Place an 'X' after the appropriate action Add /Delete /Change

Program Code

Program Code Title

Will this Program Code be used for payroll? YES / NO (place an 'X' after the appropriate action)

3-character Code to be used to populate the Statement of Operations: (see explanation below)

Notes:

Explanation of Statement of Operation Codes

IPG= Indirect Program Code (program group 99)

DPG= Direct Program Code

IAG= Indirect Agency (program groups 98 & 00) ALSO need one of the following:

GAS (greenbook), APH (APHIS), or ASO (Agency level staff offices {i.e., compliance, IT})

