

### Justification Form for PeopleSoft Item Types

Return completed form to Jaime Smith: Jaime.Smith@nau.edu / Box 4079

Requestor Name:

Title:

Department:

Phone:

E-mail

Requested action (select one):

Existing Item Type (if change):

Type of transaction (if new):

Reason for new item type:

Name of item (30 character  
limit):

To which terms will this item  
post?

Fall

Maximum Amount:

Winter

Spring

Summer

All Terms

Name & UserID of employee  
responsible for posting this item:

PS Financial Department Code:

Account Code:

Effective date of use:

Department Head/Director/Chair  
Signature:

Date:

Printed Name:

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SDAS Approval:

Date:

New Item Type Assigned:

Account Type:

Financial Aid Notified: