



Distribution and Charge Code Request Form

Submit Requests to billingarhelp@usf.edu

This request must be submitted from a valid USF email address. No handwritten requests accepted.

Request Type (select One)	Instructions
New Distribution and Charge Code	Complete form in its entirety
New Distribution Code Only (link to existing Charge Code)	Complete Distribution section. Enter the Existing Charge Code ID in the appropriate field.
New Charge Code Only (link to existing Distribution Code)	Complete charge code section. Enter the existing Distribution Code ID in the appropriate field.
Update Existing Distribution Code	Enter the existing Distribution Code ID. Enter changes in the appropriate field.
Update Existing Charge Code	Enter the existing Charge Code ID. Enter the change in the appropriate field.

If you have more than 10 Distribution Codes or charge codes to update, send an email to the email address above to inquire about requesting a mass update.

Requesting Department and Submitter Information	
Department Name	
Department Bill Source	
Date of Request	
Submitter	

Distribution Code	
Distribution Code ID (6 Characters)	
Long Description (30 Characters)	
Short Description (10 Characters)	

Chart-Field String					
Operating Unit	Fund Code	Account	Department ID	Product	Initiative

Charge Code To Link To Distribution Code	
Charge Code ID (14 Characters)	
Unit Of Measure	
List Price	
Long Description (254 Characters)	
Short Description (30 Characters)	