



UND Office of Student Finance

Contact: Cassandra McDonald
Finance Manager

Email:
Cassandra.McDonald@UND.edu

Item Type Request Form

This form is to be used to request set-up for charges to be billed through Campus Connection. All charges must first have an approval on file with the [Business Charges Committee](#).

THE APPROVAL EMAIL FROM THE BUSINESS CHARGES COMMITTEE MUST BE INCLUDED WITH THE SUBMISSION OF THIS FORM.

Item Type Description

Please choose a brief description for the requested item type. This description will be visible to the student/customer on Customer Accounts.

Funding Source

Indicate the funding source for the item type. **Do not complete this form until you have a funding source.** If a new fund is needed, complete the [Fund Request Form](#) to obtain the information prior to submitting this Item Type Request.

ACCOUNT*:

FUND:

DEPT:

*In most cases, the account code will be "Revenue". Refer to the [Account Code Listing](#) or contact the Treasury Department at UND.treasury@UND.edu for assistance.

Contact Name:

Email Address:

Signature:

Date:

Email this completed form with a copy of the approval email from the Business Charges Committee to cassandra.mcdonald@UND.edu