



Account Number Change Request Form

Independent Contract

Date of Request: _____

Original Encumbrance Number: E

New Encumbrance Number: E

Name of Independent Contractor: _____

G Number: G

Accounting Distribution Information

Current Accounting Distribution, Sequence 1:
Current Accounting Distribution, Sequence 2:
NEW Accounting Distribution, Sequence 1:
NEW Accounting Distribution, Sequence 2:

[Fund-Orgn-Acct-Program]	Amount

Make Sure the Encumbrance that is being closed is up to date, and paid for Services Rendered.

Reason for Accounting Change: _____

Requested by:
 Department/Division:
 College Business Officer:
 Director Admin. Services:

Type Name	Signature

PLEASE NOTE: (1) Always check your account's budget availability (FGIBAVL) before requesting a Change on an IC; complete a budget transfer as necessary. (2) Always review your encumbrance balance (FGIENCD) to be certain that it is NOT in deficit.

AP Encumbrance Liquidation JV J

Return to General Services for Filing