



**CASHNet Item Code "Easy Key" Form**

Please select from the following:

**ADD New Item Code ("Easy Key"):**

Description:

Index \_\_\_\_\_ Org \_\_\_\_\_ Account \_\_\_\_\_ Program \_\_\_\_\_

**Edit Existing Item Code ("Easy Key"):**

Item Code:  New Description:

Index \_\_\_\_\_ Org \_\_\_\_\_ Account \_\_\_\_\_ Program \_\_\_\_\_

**Remove Item Code ("Easy Key"):**

Item Code:

Requested By:  Ext: \_\_\_\_\_

Approved By (If requestor is not the financial manager): \_\_\_\_\_

**For Bursar's Office Use Only**

Form Processed By: \_\_\_\_\_ Date: \_\_\_\_\_ Form Reviewed By: \_\_\_\_\_ Date: \_\_\_\_\_