

**UNIVERSITY OF WISCONSIN-MILWAUKEE
M CODE REQUEST**

Requesting Division/ Department

| | | | |
|-------------------------|---|--|--------|
| Division Name | | | |
| Division Number | B | | 000000 |
| Department/Program Name | | | |

General Ledger Accounting Information

| | | | | | | |
|------------|--|--|--|--|--|--|
| Fund | | | | | | |
| Proj/Grant | | | | | | |
| Department | | | | | | |
| Program | | | | | | |
| Acct | | | | | | |
| SubClass | | | | | | |

When using the new MCode, will you ever include a GL Ref. Number? Please check the appropriate box.

| | |
|--------------|--------------------------|
| Never | <input type="checkbox"/> |
| Occasionally | <input type="checkbox"/> |
| Frequently | <input type="checkbox"/> |
| Always | <input type="checkbox"/> |

When using the new MCode, will you ever include an Invoice Number? Please check the appropriate box.

| | |
|--------------|--------------------------|
| Never | <input type="checkbox"/> |
| Occasionally | <input type="checkbox"/> |
| Frequently | <input type="checkbox"/> |
| Always | <input type="checkbox"/> |

When using the new MCode, will you ever include a description? Please check the appropriate box.

| | |
|--------------|--------------------------|
| Never | <input type="checkbox"/> |
| Occasionally | <input type="checkbox"/> |
| Frequently | <input type="checkbox"/> |
| Always | <input type="checkbox"/> |

Prepared By:

| | | | |
|--------------------------|--|----------------|--|
| Print your name: | | | |
| Print your title: | | | |
| Phone: | | e-mail: | |

Submit completed form to MEL 110 or e-mail jankowski@uwm.edu