UNIVERSITY OF SOUTH CAROLINA
ACCOUNT MEMORANDUM

Date

Dept Fund Action - check one: Data Warehouse
(5 chars) (4 chars)
ADD DEACTIVATE
CHANGE REACTIVATE

Management Reporting

Add to: 

Data Warehouse

Move from: 

Type Account
N=unbudgeted 
B=Budgeted

Enter N if Budgeted treated Unbudgeted at Year End

Department/Title (40 characs max)

Chairman (20 chars maximum)

Principal Investigator (20 chars maximum)

Direct Charges
Y=yes 
N=no

Grant NBR (15 chars maximum) Grant Type Cost Sharing

Y=Required 
N=No cost share

Begin Date End Date* Renewal Date*

Indirect Cost Class** Indirect Cost Rate** Indirect Cost Code**

Organization Code Structure

Fed. Cat. No. STARS Mini-Code Project Code Project Phase

Restrictions on Account:

Description of Accounts, as necessary:

Requested: Approved:

Date: Date:

*Dates to be changed by Controller or Bud Ofc if necessary **To be completed by Contract and Grant Accounting

Please Note: No Data Warehouse action is required when an account is deactivated on IMS.