Accounts Receivable Work Order Maintenance Request Form

FIN-AR-010F

Section 1 - Information and Instructions

The purpose of this form is to provide information that will enable the BSC to add, change, or remove Operating Projects and Operating or Capital Activities during the Projects blackout period beginning December 3, 2010. Agency accounting will submit this form to the BSC. Please complete the fields listed below.

Fields that contain a "*" prefix are required fields.

Fields that contain a "**" prefix are required if adding a New Project to a Tree. Please note that incomplete forms will be sent back to the requestor for adjustment and resubmission.

Please fax the completed form to the BSC General Accounting department at +1 (212) 852-8700, or e-mail to bscservice@mtabsc.org

Section 2 - Agency Approval Information

*Date	*Name of Approver
*Approver Title	*Signature
*Approver Phone Number	*Approver E-mail Address

Section 3 - Requestor Contact Information

*Agency	*Date of Request
*Requestor Name	
*Requestor Title	*Department
*Telephone Number	*E-mail Address
PC Business Unit	BSC ID

Section 4 - Work Order - For IMPACT and Non-IMPACT Projects

*Nature of Request ☐ Creating a New Work Order ☐ Adjusting an Existing Work Order		
ACEP Level Project	*Detail Level Project	
*Work Order ID (New or To be adjusted) (15 Char)	*Processing Status ☐ Active ☐ Inactive	
*Work Order/ Job Manager		
Budget Amount Original	Budget Amount Adjusted	
*Work Order Description (30 characters)		
Work Order Long Description		
*Work Order Type ☐ Billable ☐ Non-billable	*Work Order Start Date	*Work Order End Date

Accounts Receivable Work Order Maintenance Request Form

FIN-AR-010F

Section 5 - NYCTA Work Order Information (In addition to section 4)		
*Quality Type ☐ Inception-to-date O&M Rptg ☐ Create Overrun Journal Entry ☐ Compute Overrun ☐ Year-to-date O&M Reporting		
*Expenses Allowed ☐ Labor ☐ Materials ☐ Other	AFE Number	PSE Number
WIP Category	Rpt Dist RC	Overrun RC

Section 6 - Accounts Receivable Work Order Association		
Note: Values should correspond with agency system configured values in PeopleSoft		
*Customer Name	*Customer ID	
Certifier Name	Certifier ID	
***Analysis Group**	***Rate Type ID**	***Rate ID**
1.		
2.		
3.		
4.		

Section 7 - Comments/Additional Information