

Pennant Feeder New Data Origin Request Form

» Please print, scan and email to stuaccts@pobox.upenn.edu «

Date submitted School/center

Nature of request Add new data origin Modify existing data origin

Description of business practice requiring new data origin ID

Transaction Type Charge/payment Memo Exemption Transport path SFTP* Browse/attach

Requester/Submitter Name

PennKey Penn ID

Email Phone

Email notification address

Business Administrator** Name

Phone Email

Comments

Name of requester

Signature: _____

Name of Business Administrator*

Signature: _____

For Internal Use Only

Director of Student Accounts Approved Disapproved Signature: _____

Data origin code

Description

Source code K M E F

Exemption code(s)

Detail codes include

Detail codes category exclude

Active Yes No

Detail code description override Yes No

Ignore term code validation Yes No

Requires review Yes No

* If SFTP also complete this form: http://www.finance.upenn.edu/forms/ISC_Access/ServerWFR.pdf

** Business Administrator Approval is Required