

ACCOUNT VALIDATION FILE CHANGES

INSTRUCTIONS

1. Attach PMIS screen print(s) of rejected transaction(s) for the account numbers(s) requested.
2. Multiple account number requests may be submitted on one form.
3. Send completed form to Position Monitoring Unit, 33West State Street, 4th Floor.

REQUESTED BY (CONTRACT PERSON)

PHONE NUMBER

REQUEST DATE

DEPARTMENT

DIVISION

ACCOUNTS TO BE ADDED

**PAYROLL
NUMBER(S)**

**ACCOUNT
NUMBER(S)**

**NUMBER OF
POSITIONS**