



**Department of Financial Services**  
**Division of Accounting and Auditing**

**OBJECT CODE ADD OR UPDATE REQUEST FORM**

(CFO Use Only) Reference ID:

**Purpose:** Use this form to request a New Object Code or to request changes to a preexisting Object Code.

**Instructions:** Complete Sections 1, 2, 4 and the certification section if requesting a new object code. Complete Sections 1, 2, 3 and the certification section if you are requesting a change to an object code in existence. The agency's chief fiscal officer or equivalent must certify this form. Please provide sufficient information to justify the need when requesting a new object code. Prior to requesting an object code, review existing object codes to ensure there is not another object code that will meet the agency's need. In addition, ensure there is not another field in FLAIR that would be more appropriate to use in lieu of the object code field. Please email completed form to [newaccountcode@myfloridacfo.com](mailto:newaccountcode@myfloridacfo.com).

**Section 1: Contact Information**

Requesting Agency:

Requesters Contact Name and Title:

Requesters Contact Phone Number:

Requesters Contact E-Mail Address:

**Section 2: Action Requested (Place an X next to your selection)**

Proposed New Expenditure Object Code

Proposed Title Change

Proposed New Revenue Object Code

Proposed 1099 Reportable Change

Proposed Revision to Definition

Other Request (please explain below)



**Section 3: Pre-existing Object Code Use Only**

Object Code

Please provide below justification and a detailed explanation for the proposed change to the pre-existing object code.  
 (E.g. Definition change, Title change, 1099 Reportable change, or other type of change.)

**Section 4: Requesting A New Object Code**

Proposed object code title

Provide a definition for proposed object code

Explain the purpose and use of the proposed object code

Estimated number of transactions using the proposed object code in a fiscal year.



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Estimated dollar amount of transactions using the proposed object code in a fiscal year.

Will the proposed object code be 1099 Reportable? YES  NO

Explain the impact to the agency if the proposed object code is not established in the FLAIR title file

Provide additional information to justify the need of the proposed object code (e.g. Florida Statutes)

**THE FOLLOWING CERTIFICATION MUST BE COMPLETED BY THE  
AGENCY'S CHIEF FISCAL OFFICER OR EQUIVALENT**

*I hereby certify, to the best of my knowledge, that the information provided above is true and correct.*

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Contact Number: \_\_\_\_\_ Date: \_\_\_\_\_

**CFO USE ONLY**

**BFR Approval** YES  NO

Initial & Date \_\_\_\_\_

Reviewed By: \_\_\_\_\_

Approved By: \_\_\_\_\_

Input By: \_\_\_\_\_

Verified By: \_\_\_\_\_

Object Code \_\_\_\_\_

Short Title \_\_\_\_\_

Long Title \_\_\_\_\_

*Approved Definition*