

FEI Modification Request Form

Note: Change requests submitted by the 15th calendar day of the month will be made in that month. Change requests received after the 15th calendar day may not be completed until the following month.

Please complete the information below that pertains to your request and e-mail the form to Norma Starling or fax the form to 713-629-2330.

Add New Entity

Parent: _____

Suggested Label: _____ (max 20 characters)

Entity Description: _____ (how name should appear in reports)

Month to Begin Using: _____

Report Modifications

Name of Report: _____

Requested Modification:

Security Modifications

User Name: _____

Requested Modification:

All Other Requests:

Briefly describe requested change:

For National Accounting Use Only:

Date change made: _____

Initial: _____