FI 92
07/2022
Division of Finance

***Note**: Some features may not work when completing the form in the browser. Please download forms to a PDF before entering information. All forms are downloadable PDFs.*

Email completed form to:
financesupport@utah.gov

For questions, call
(801) 957-7750

Department Name

Division _____

Prepared By _____

Phone _____ Date Prepared 06/10/2026
(MM/DD/YYYY)

Clear Form

AUTOMATIC DOCUMENT NUMBERING PREFIX REQUEST

Fiscal Year	Document Code *	Department	Prefix *	Starting Document Number

*** Document / Prefix Table**

The following documents may be assigned a prefix of up to four alpha numeric characters. The last digit of the fiscal year is required as the first digit of the prefix.

BGR45 - Revenue Budget
BGE44 - Expense Budget
CA - Cost Allocation
CH - Charge Transaction
CI - Stock Issue Confirmation
CR - Cash Receipt
DC - Disbursement Reclassification
FA - Fixed Asset Acquisition
FC - Fixed Asset Cancellation
FD - Fixed Asset Disposition
FI - Fixed Asset Increase/Decrease
FM - Fixed Asset Modification
FP - FA Selling Price Change
FT - Fixed Asset Transfer
GAE - Gen. Actg. Encumbrance
GAX - Gen. Actg. Expenditure
IA - Stock Adjustment
ICT - Internal Costing Transaction
IDT - Internal Department Transaction
IET - Internal Exchange Transaction
ITA - Internal Transaction Agreement
ITI - Internal Transaction Initiator
JV - Journal Voucher
JVC - Cost Actg. Journal Voucher
JVCO - Dept. Cash Posting JV
JVDP - Department Journal Voucher
JVYE - Year End Accrual JV
MA - Master Agreement
OC - Over The Counter
PD - Decentralized PO
PI - Pick and Issue
PO - Purchase Order
PRC - Payment Request - Comm. Based
RC - Receiver
RE - Receivable
RN - Renewal
RQM - MA Requisition
RQS - Standard Requisition
SN - Stock Return
SO - Solicitation
SRQ - Stock Request
TI - Stock Transfer Issue
TR - Stock Transfer Receipt
VCC - Vendor/Customer Creation
VCM - Vendor/Customer Modification
WO - Write Off

Department Approval Date | State Finance Approval Date | Entered By Date