



# CALIFORNIA STATE UNIVERSITY CHANNEL ISLANDS

## Pharos System Configuration Changes

Department Card     New     Inactivate

**Please Note: Department cards can only be used for copying. They cannot be used for printing.**

**Step 1:**  
Requestor

Fill out Requestor Information and Department Card Information sections. For multiple department cards, please attach a spreadsheet with this form. Submit this form via your division budget designee for authorization.

Requestor Information			
<b>Name:</b>		<b>Date:</b>	
<b>Division:</b>		<b>Extension:</b>	
Department Card Information			
<b>Name:</b>			
<b>Department:</b>			
<b>Cost Center:</b>	Name ( Fund , Dept, Program , Project , Class) <i>Example: " Procurement (GD205,230,00000,00000,00000) "</i>		
	<input type="checkbox"/>	<b>Add</b>	<input type="checkbox"/> <b>Delete</b>

**Step 2:**

Division  
Budget  
Designee

Review and validate the information above (or on attached spreadsheet). Route the signed form to the IT Services Help Desk so that a work order may be created.

**Please Note: Signature authorizes charging to these costs centers by the department card and confirms the accuracy of the information on this form.**

Division Budget Designee			<i>Division Approval</i>		
<b>Name:</b>		<b>Extension:</b>		<b>Date:</b>	
<b>Signature:</b>					

**Step 3:**

Help Desk

Create and assign the work order to the Pharos Admin. Forward the form to the Pharos Admin after the work order has been assigned.

<b>Work Order #</b>	
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**Step 4:**

Pharos  
Admin

Perform the changes in Pharos Administrator. Sign to confirm all changes were made as requested for each department card.

**Please Note: Signature confirms configuration was completed.**

Pharos Administrator, ITS			<i>Configuration</i>		
<b>Name:</b>		<b>Date:</b>			
<b>Signature:</b>					