

ChartField Request Form

1. Select one:

Add Modify Inactive Reactivate

2. Select one ChartField:

Account Fund* DeptID Program Class Project

** If adding a new Fund, you must also fill out the New Fund Agreement Form.*

3. Indicate the value to add, modify, inactivate or reactivate and provide additional details as required:

Account (6)

Fund (5)

Fund Attribute: Reporting Group (FDN Only):

Department
(6) (*AA-3)

Department: Provide the NACUBO Program Code:

Program (5)

Class (5)

Project (5)

Project Attribute: CPDC_PROJ:

CPDC_PROJ_TYPE: (Select one) NRMR CIMP

4. Effective Date (mm/01/yyyy): _____ *Use the first day of the current fiscal year.*

5. Long Description or Name (30 characters):

6. Reason for Request/Description of Usage:

Form Approval:

	PRINTED NAME	SIGNATURE	DATE
Requester			
AVP/Director			
VP (if applicable)			

DIVISION OF BUDGET & FINANCIAL AFFAIRS USE ONLY

	PRINTED NAME	SIGNATURE	DATE
Budget & Planning			

New ChartField: