



CHARTFIELD REQUEST FORM

(USED TO CREATE, MODIFY, OR INACTIVATE CHARTFIELD VALUES AND DESCRIPTIONS)

\*\*\*\*\*SEE INSTRUCTIONS, Pg 1\*\*\*\*\*

REQUESTOR: \_\_\_\_\_

DATE: \_\_\_\_\_

EFFECTIVE DATE: \_\_\_\_\_

PHONE: \_\_\_\_\_

CREATE CHARTFIELD (ACCOUNT / OBJECT): \_\_\_\_\_

DEPARTMENT NAME: \_\_\_\_\_

FISCAL AGENT NAME: \_\_\_\_\_

FISCAL AGENT CWID: \_\_\_\_\_

PROJ/GRANT START/END: \_\_\_/\_\_\_/\_\_\_ -- \_\_\_/\_\_\_/\_\_\_

MODIFY CHARTFIELD: \_\_\_\_\_

FISCAL AGENT CHANGE SL \_\_\_\_\_ GL \_\_\_\_\_

FORMER FISCAL AGENT: \_\_\_\_\_

NEW FISCAL AGENT : \_\_\_\_\_

NEW FISCAL AGENT CWID: \_\_\_\_\_

DESCRIPTION CHANGE

*Budget Office & Controller's Office Only(FRS Account Attributes)*

SL \_\_\_\_\_ GL \_\_\_\_\_

ABR RULE \_\_\_\_\_

YR END PROCESS \_\_\_\_\_

SECURITY \_\_\_\_\_

RPT DIST \_\_\_\_\_

CO. CODE \_\_\_\_\_

DIVISION \_\_\_\_\_

ADMIN UNIT \_\_\_\_\_

DEPARTMENT # \_\_\_\_\_

FUND GROUP \_\_\_\_\_

EXP PURPOSE \_\_\_\_\_

REV SOURCE \_\_\_\_\_

ACCT PURPOSE \_\_\_\_\_

SEQUENCE # \_\_\_\_\_

REPORT EXEC \_\_\_\_\_

REPORT DIV \_\_\_\_\_

REPORT DEPT \_\_\_\_\_

OBJECT \_\_\_\_\_

CAT 1 \_\_\_\_\_

CAT 2 \_\_\_\_\_

CAT 3 \_\_\_\_\_

POOL \_\_\_\_\_

SHORT DESCRIPTION: (20 CHARACTERS MAX)

\_\_\_\_\_

\_\_\_\_\_

LONG DESCRIPTION: (30 CHARACTERS MAX)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

PURPOSE: \_\_\_\_\_

SOURCE OF FUNDS: \_\_\_\_\_

APPROVALS: (IF FISCAL AGENT IS SAME AS DEAN OR DIV VP, PLEASE OBTAIN A DIFFERENT DEPARTMENTAL APPROVAL. ALL LEVELS OF APPROVALS ARE REQUIRED)

FISCAL AGENT	DATE	TEL
_____	_____	_____
FISCAL AGENT'S SUPERVISOR	DATE	TEL
_____	_____	_____
DEAN OR DIV VP	DATE	TEL
_____	_____	_____

APPROVALS:

---

BUDGET OFFICE \_\_\_\_\_ DATE \_\_\_\_\_

---

ASSOCIATE CONTROLLER \_\_\_\_\_ DATE \_\_\_\_\_