

NEW CHARTSTRING REQUEST

Responsible Person: _____ Employee #: _____
Campus Address: _____ Phone #: _____
Signature: _____
(1st time managers actual signature needed)
Email Notification: _____

The purpose for this chartstring will be:

Instruction Research Public Service Academic Support Student Services
Institutional Support Operation and Maintenance of Plant Scholarships & Fellowships Auxilliary Enterprise

Completely describe the types of activities for this chartstring:

FUND

Fund Type: _____ Fund #: _____

DEPARTMENT

DeptID #: _____ Description: _____

DeptID is New, please create (Does not exist in PeopleSoft)

PROJECT (Non-Sponsored)

Project #: _____ Description: _____
Start Date: _____ End Date: _____

CLASS CODE (Needed for Faculty Startup otherwise Optional)

Class Code: _____

HR ACCT CODE

Will Chartstring receive Payroll: _____

APPROVED (VC / Dean / Director / Department Head - If required by VC / Dean /)

Print Name Signature Date

DO NOT WRITE BELOW THIS LINE

SpeedChart: _____ Fund: _____ DeptID: _____
Project #: _____ Prog: _____ Class: _____
Effective Date: _____ Date Created: _____ Initials: _____