

**UNIVERSITY OF MASSACHUSETTS / AMHERST
REQUEST TO INACTIVE CHARTSTRING
(Non-Sponsored Chartstrings)**

Requested by: _____

Date: _____

Campus Address: _____

Phone #: _____

Email Notification when Chartstrings are inactivated: _____

Before requesting inactivation please make sure the chartstring is no longer being used for:

- * Payroll
- * Recharges
- * Open Purchase Orders or Requisitions
- * Procard or Travel Card

The following balances should be brought to zero depending on fund type:

- * Budget Balance
- * Cash
- * Encumbrances
- * Fund Balance (Controller's Office will move Fund Balances for Funds 11000, 51006, 51342 and 52129)
- * Other Balance sheet balances (All Funds for accounts 110001 to 299999)

Refer to website for further clarification: www.umass.edu/controller/chartfield-maintenance

NOTE: Sponsored Project inactivations go through Research Accounting

Chartstrings to be Inactivated:

Speed Chart	Fund	DeptID	Program	Class	Project (Non-Sponsored)	Office Use Only
_____	_____	_____	_____	_____	_____	
_____	_____	_____	_____	_____	_____	
_____	_____	_____	_____	_____	_____	
_____	_____	_____	_____	_____	_____	
_____	_____	_____	_____	_____	_____	
_____	_____	_____	_____	_____	_____	
_____	_____	_____	_____	_____	_____	
_____	_____	_____	_____	_____	_____	
_____	_____	_____	_____	_____	_____	
_____	_____	_____	_____	_____	_____	

Additional Comments: