

NEW CHARTSTRING REQUEST

Responsible Person: _____ Employee #: _____
(This is the person listed as the Department ID Manager, Example: Department Head / Director or Faculty/PI)

Phone #: _____

Campus Department: _____

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)

HR ACCT CODE

Class Code: _____ Will Chartstring receive Payroll: _____

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

_____ Signature _____ Date _____

DO NOT WRITE BELOW THIS LINE

SpeedChart: _____ Fund: _____ DeptID: _____

Project #: _____ Prog: _____ Class: _____

Effective Date: _____ Date Created: _____ Initials: _____