

ChartField Request Form

Email completed form to coarequest@untsystem.edu

Requestor Information:

Name:	<input type="text"/>		
Email:	<input type="text"/>	Phone:	<input type="text"/>
Department:	<input type="text"/>	Agency:	<input type="text"/>
Request Date:	<input type="text"/>		

Request Type:

Priority:	<input type="text"/>	Add	Payroll:	Yes	No
		Modify	Bank Account:	Yes	No
Effective Date:	<input type="text"/>	Inactivate	State Appropriation:	Yes	No

Reason for request and description of chartfield use:

ChartField Information:

ChartField Type:	<input type="text"/>	ChartField Value:	<input type="text"/>
		(if known)	
Account Type:	<input type="text"/>	Parent:	<input type="text"/>
(blank if N/A)		(if none, provide rollup)	
Description:	<input type="text"/>		
(30 characters)			
Long Description:	<input type="text"/>		

For Administrative Use Only:

Budget Officer/ Controller Approval:	_____	ChartField Value:	<input type="text"/>
Final Approval:	_____	Description:	<input type="text"/>
Entered By:	_____	Alt Account:	<input type="text"/>
Entry Date:	_____	Control Acct:	_____
Notes:	<input type="text"/>		