Brandeis University

Request for New or Change in an Existing Chartfield Value

DEPARTMENT ID

Check One

☐ Create New DeptID
☐ Inactivate/Activate DeptID
☐ Change Name/Resp Person

Check One

DeptID Type:
☐ Primary
☐ Secondary

DeptID: ___________________________ (5 digits) New DeptID: ___________________________ (5 digits)

Effective date: ___________________________ Roll-up DeptID, if applicable: ___________________________ (5 digits)

Name/Description: ___________________________ Up to 30 characters

Comments/Explanations


Expected Annual Budget: ___________________________ $ ___________________________

Responsible Person: ___________________________ Last Name, First Name-Mailstop #

Date created: ___________________________ Phone No: ___________________________

Requested by: ___________________________ Department: ___________________________

Approved by: ___________________________ Signature: ___________________________

Budget Office approval

Date Approved: ___________________________

Approved by: ___________________________ Date Approved: ___________________________

Controller approval

For use by the Controller’s Office only

PS Tree Update

Updated by: ___________________________ Date updated: ___________________________

Tree

Node

Tree

Node

DISTRIBUTION

☐ Requesting Department
☐ Financial Systems
☐ General Accounting

☐ Human Resources
☐ SPA

Revised October, 2008, The Controller's Office, MS110