



Brandeis University

Procurement Systems Chartstring Addition and Change Form

Handwritten forms will not be accepted. They will be returned to preparer.

Current Date: _____

APPLICANT INFORMATION			
Name:	_____	Phone Ext: 6-	_____
e-mail:	_____ @brandeis.edu	Fax No: 6-	_____
Department:	_____	UNET ID:	_____

Please indicate if you are adding or removing chartstrings from your Marketplace or P card account.

ADDITIONAL CHARTSTRINGS FOR NEW OR CHANGED ACCOUNTS								
Marketplace		P card		Fund	DeptID	Program	Project/Grant	Description
Add	Delete	Add	Delete					

APPROVALS	
<ul style="list-style-type: none"> By signing and submitting this application I agree I will comply with all cost principles that apply to federal grants. Specifically, I will not purchase office supplies, books, subscriptions, laptops and other administrative type costs on a grant unless an approved and documented Cost Accounting Exception is on file in the Office of Research Administration and Sponsored Programs Accounting. By signing and submitting this application I agree to abide by all Brandeis University procurement and department policies and procedures with regard to the purchasing of goods and services in the conduct of university business. Misuse or fraudulent use of any university system or credit card may result in loss of privileges or possible termination of employment. See policy: http://www.brandeis.edu/offices/procurement/pcard.html 	
Signature of Applicant _____	Date _____
Signature of Immediate Supervisor _____	Date _____
Signature of Budget Manager: _____	Date _____
For grants: PI signature or designee _____	Date _____

Please send completed form to Procurement Services MS 048 60 Turner St.