



Brandeis University

Procurement Systems Multi-User Chartstring Change Form (for existing Marketplace and Pcard users)

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

Current Date: _____

REQUESTOR INFORMATION

Name: _____	Phone Ext: 6- _____
e-mail: _____ @brandeis.edu	Department: _____

CHARTSTRING CHANGES

Please indicate if you are adding (A) or removing (R) a chartstring from your Marketplace (MP) or P card accounts.

MP	P card	Chartstring	
A R	A R	(Fund-DeptID-Program-Grant)	Description

Please identify the users for whom these changes should be applied

NAME

UNET ID

APPROVALS

By signing this form, I affirm that the chartstrings are valid, funds are available, and continued compliance with marketplace and Pcard policies and procedures. See policy: <http://www.brandeis.edu/offices/procurement/pcard.html>

Signature of Budget Manager: _____	Date _____
For grants: PI signature or designee _____	Date _____

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