

UNIVERSITY OF NORTH TEXAS - BUDGET OFFICE  
**CHARTFIELD SETUP/CHANGE FORM**

Remit via email to budget.office@unt.edu. Questions? Call 940.565.3233.

**I. Preparer Information**

Name: \_\_\_\_\_ Request Date: \_\_\_\_\_  
 Email: \_\_\_\_\_ Org Dept Value: \_\_\_\_\_ Org Dept Name: \_\_\_\_\_ Phone: \_\_\_\_\_

**II. Request Information**

**Request Type:** Add  \_\_\_\_\_  
 Modify  \_\_\_\_\_  
 Inactivate  \_\_\_\_\_  
Chartfield Value

**Chartfield Type:** (Only one field should be checked.)  
 Org Dept<sup>1</sup>  \_\_\_\_\_  
 Fund Cat  \_\_\_\_\_  
 Fund<sup>3</sup>  \_\_\_\_\_  
 Program  \_\_\_\_\_  
 Purpose  \_\_\_\_\_  
 Site  \_\_\_\_\_  
 Project<sup>1,2</sup>  \_\_\_\_\_  
 Account  \_\_\_\_\_

**Name of New Field (30 character limit including spaces. Exception: gift funds = 20 character limit):** \_\_\_\_\_  
**Reason for Request:**  
 Explain why the setup/change is needed.

**III. If requesting a NEW Fund:**

**Source of Funds:** Appropriated Funds  Fees  Gift  Sales  Services   
 Other (explanation required):  \_\_\_\_\_

**Foundation Acct #:** \_\_\_\_\_  
Required for Gifts Processed by the Foundation.

FOR GIFT FUNDS: a signed copy of the donor's MOU or letter of intent must be attached. If a signed MOU/donor letter was not created then other documentation from the donor must be provided. Gift funds cannot be setup without the required support.

Unique funds will be set up for 1. all endowed gifts (regardless of the amount of the annual distribution) and 2. non-endowed gifts that total \$5K or more over a period of 5 years.

- For non-endowed gifts totaling less than \$5K over 5 years:
- Use 303-349000 Schol/Rest-Departmental to record scholarship gifts
  - Use 303-300001 DepOp/Rest-Dept Discretionary to record non-scholarship gifts
  - Optional: use purpose values 18022 Gift A through 18047 Gift Z to track individual gifts
  - Do Not record gift revenues on Fund 830035 Unrestricted Gifts or Fund 885000 Departmental Discretionary. Gifts should only be recorded on Funds 349000, Fund 300001, or on a unique gift Fund.

**IV. If requesting a NEW Project ID:**

Instructions: If the faculty member has not begun with UNT (i.e. the ePar has not been completed) then please provide both the position number and a temporary project ID holder. Once the faculty member's ePar has been processed, please email the Budget Office to request a holder change. See section VII-1 for instructions on changing a holder.  
 This form should not be used for grant setups (i.e. projects that begin with a "G."). Contact OGCA for grant setups.

Faculty Name for whom the project ID is being created \_\_\_\_\_ Job Position # \_\_\_\_\_ Temporary Proj ID Holder (if applicable) \_\_\_\_\_  
 Faculty EID (8 digits) \_\_\_\_\_ Base Dept ID (6 digits) \_\_\_\_\_ Temporary Proj ID Holder EID (8 digits) \_\_\_\_\_

**V. If requesting a NEW Org Dept ID:**

Dept ID Holder \_\_\_\_\_ Dept ID Holder EID (8 digits) \_\_\_\_\_ Dept Rollup (6 characters) \_\_\_\_\_

**VI. Approvals** (A secondary approver option is available if required by College or VP Area.)

Area Budget Officer \_\_\_\_\_ Date \_\_\_\_\_ Optional: Secondary Approver Name & Signature \_\_\_\_\_ Date \_\_\_\_\_

**VII. Comments**

1. For Department (or Project) Holder changes, please do not complete a form. Email the budget office and CC the old and new holder. In the body of your email, list the Department ID (or Project ID), the name and empl IDs of the old and new holder, and the effective date of the change.
2. For Project Inactivations, the project must contain a \$0 balance.
3. If requesting a Fund modification please include a copy of the original MOU, letter of intent, or Memo as appropriate.