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

Remit <u>hardcopy</u> to the Budget Office, Hurley Admin Building, Suite 102. Questions? Call 940.369.3233.

## Preparer Information

Name: _____  Request Date: _____

Email: _____  Org Dept: _____  Phone: _____

## Request Information

**Request Type:** Add ☐  **Chartfield Type:** Org Dept ☐  Project ☐  Site ☐

Modify ☐  Fund Cat ☐  Program ☐  Account ☐

Inactivate ☐  Fund ☐  Purpose ☐

**Name of New Field (30 character limit):** _____

**Reason for Request:**
Explain why the setup/change is needed. Describe what the chartfield is for. Please note that it is not sufficient to state that the new chartfield will help with tracking money.




**If requesting a NEW Fund:**

**Source of Funds:**
Appropriated Funds ☐  Fees Collected ☐  Gift ☐  Sales ☐  Services ☐

Other (explanation required): ☐ _____

**Documentation Attached for Gift Funds: A** signed copy of the donor's letter of transmitta/intentl, or a signed MOU must be attached. If a signed donor letter/MOU was not created, then other documentation from the donor must be provided.

☐ Yes, a signed MOU/Letter of Intent is attached.

☐ No, a signed MOU/Letter of Intent is not attached. (Explanation required. Other documentation MUST be attached.)

_____

**Foundation Account Number** (Must be provided for gifts processed through the Foundation)**:** _____

**If requesting a NEW Project ID:**
\*\*This form should not be used for grants. Please contact the Grants office for grant setups.  This form should be used for project ID setups that have a 7-digit code; not for projects that begin with a "G."

| Proj ID Holder | Proj ID Holder EID (8-digit number) | Base Org Dept Name (which Project should be listed under) | Org Dept ID (6-digit number) |
|---|---|---|---|

**If requesting a NEW <u>Org Dept</u> ID:**

| Org Dept ID Holder | Org Dept ID Holder EID (8-digit number) |
|---|---|

## Approvals *(Dean/Director and VP signatures optional unless required by College or VP Area)*

| Department Head | Date | Dean or Director | Date | Vice President | Date |
|---|---|---|---|---|---|

## Budget Office Response

Date Processed: _____  Comments:

By: _____  Approved ☐

Other ☐