Form Use: Used for adding or requesting changes to any of the Department Chartfields used by the University.

Request Type: □ New (Crosswalk form required)  □ Update

Requestor: 

Today’s Date: Requested Completion Date: 

Set ID: Department: 

Effective Date: Status: □ Active  □ Inactive

Description (short): 

Manager Name: 

Description (long): Please list the funds this Department will have.

Business Unit*: Budgets User*: "Leave blank

Approver 1: 

Approver 2: 

For Maintenance Team Only: 
Completed By: Date Completed:

Resolution/Comments:

Maintenance Checklist (for New Departments Only)

☐ Update Crosswalk
☐ Update all Department Trees
☐ Coordinate potential HR Department Creation (If applicable – Unique first seven characters)
☐ Update Workflow

Date Completed:

GL005 – Department Chartfield Add/Change Form