



Department Chartfield Add/Change Form

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: