*** Requestor: Please click the appropriate check boxes***

REQUEST TO ADD/CHANGE/INACTIVATE 0 $ & 0 3 FUND CODES

Effective Date: _____

	Please select one			
	MACMP	MACMP	MACMP	MACMP
Account	Fund *	Department	Class	Program

FNAT Key - new Funds: _____   FIRMS pgm code for Dept _____   Proj start date: _____

* For new Fund requests, please complete a Fund Agreement form.

Chartfield Description	(no more than 30 characters)	Chartfield Code **
Chartfield Description	(no more than 30 characters)	Chartfield Code **
Chartfield Description	(no Pore than 30 characters)	Chartfield Code **
Chartfield Description	(no more than 30 characters)	Chartfield Code **

** For new chartfields, the chartfield code will be assigned by Fiscal Services.

Reason for Request / Description of Usage: Attach supporting documentation

REQUESTOR SIGNATURES: Date Requested: _____

Requested By: _____   Authorized By: _____
(Print)   (Print)

_____   _____
(Signature)   (Department Head Signature)

FOR FISCAL SERVICES DEPARTMENT USE ONLY:

Reviewed By: _____   Reviewed By: _____   Authorized By: _____
(Accounting Manager Signature)   (Budget Director Signature)   (Controller or AVP Signature)

New funds require ACTION:

_____ PS Finance Create/Update	_____ Inactivate: Check Balance A&L	
_____ FNAT/AAT Key	_____ Update Chartfield List	
_____ FIRMS: New Departments only	_____ Enterprise updated	
_____ Tree Manager Updated (indicate which trees updated below)	_____ Payroll Account Code established	
ACCOUNT ACCOUNT_LEGAL_EDIT CSUFE_ACCOUNT	_____ **CPDC attribute added to proj if proj is CPDC funded**	
DEPT_COMBO_DEPFUND FUND_COMBO_DEPFUND	_____ E-Mail Notification: Accounting, Budget, Purchasing,	
FUND_LEGAL_EDITS CSUFE_FUND	and requesting department	
YECLOSE_FUND YE_ROLLFWD	_____ Date Completed	
_____ Update Data Warehouse security for new departments	_____ If Funds - update IDA	
_____ If Department - Add Rule 4		
DEPTID_DW_RPT	Input by	