A&S Chartfield Create Request Form

It is only necessary to fill out the section for the new chartfield.

**New Project**

Project Name: ________________________________

Owning Department: __________________________

Type of Project:

☐ Endowment & Gift Projects (please attach the gift agreement/endowment terms, as well as a copy of any check(s) received)

☐ Unrestricted Project (please describe source of funds below):

Source of Funds: _______________________________________________________________________

If someone who does not have security access to the project department in ARC will require view access, please provide their EMPL ID: ________________________________________

*Note: It is only necessary to fill in a section below if you need an initiative or segment that does not yet exist.*

**New Initiative**

Initiative Name: ______________________________

Description of Initiative Purpose: _________________________________________________________

**New Segment**

Segment Name: ______________________________

Description of Segment Purpose: _________________________________________________________

**Signature of Department Financial Officer:**

____________________________________________________________________________________

*Note: If sent by Financial Officer directly via email, no signature is required*