



South Carolina

Chartfield Request Form

Please email completed forms to CFMAINT@MAILBOX.SC.EDU

Please select type:

Combination Description

ChartField String

_____	_____	_____	_____	_____
Operating Unit	Department	Fund	Class	PC Business Unit

Project (if inactivating)

Project type (if applicable)

_____	_____	_____
	Project Start Date	Project End Date

For new Department or Project:

Approver(s) 1	_____	USCID(s) 1	_____
	_____		_____
	_____		_____
Approver(s) 2	_____	USCID(s) 2	_____
	_____		_____
	_____		_____

Mark for Payroll?

Attach justification

- Why new department?
- Why new project? How much to be transferred into new account and from where?
- If E fund – attach E Fund questionnaire
- If Z fund – attach Z Fund questionnaire

FOR NEW DEPARTMENT REQUESTS ONLY – PLEASE SEE BELOW:

Does this department need to be added to PeopleAdmin (Will you be creating PD's, postings, and hiring employees into this department?) _____

If you answered "Yes" above, please provide the Parent Department Number where this new department will roll up to. _____

Requested by

Date

Business Manager

Date

Controller's Office Approval:

Date:
