

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
_____	_____
_____	_____
_____	_____

For **NEW USCIP PROJECT**: Designated Principal Investigator (PI)*:

Approver(s) 2*	USCID(s) 2
_____	_____
_____	_____
_____	_____

USCID: _____

***must be an active employee**

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: _____