



Chartfield Request Form

Accounting Services
1000 E. Victoria St. WH 430
Carson, CA 90747
310-243-3791

CHARTFIELD REQUEST

Request Type: Add * Modify * Inactivate Reactivate
Requested Chartfield: BusUnit Account Fund Program Class Project **

Have you verified the Chartfield value does not exist? Yes No

Effective Date:

Description:

* If add or modify, state purpose: **Please add the scope of work if requesting new project code.

** Project ONLY: Start date: End date:

FORM APPROVAL

Requested by: (PRINT NAME) (SIGNATURE) (DATE)

Department: Phone:

Approved by: (PRINT NAME) (SIGNATURE) (DATE)

ACCOUNTING SERVICES USE ONLY

Value assigned: ATT: FNAT: FIRMS object code:

Claimable? Yes No

Created in CFS by: (PRINT NAME) (DATE)