REQUEST FOR CHARTFIELD ACTION - PROGRAM

Effective Date

M	M	D	D	Y	Y	Y	Y

Action Requested

- ☐ Inactivate Existing Program
- ☐ Create New Program - Leave Program field blank.
- ☐ Change Program Manager

☐ _____

Business Unit

Program *Initiator to leave this field blank on requests for new Programs.*

Short Description

Program Manager

Long Description

NACUBO Expense Function

- ☐ Instruction
- ☐ Research
- ☐ Public Service
- ☐ Academic Support
- ☐ Student Services
- ☐ Institutional Support
- ☐ Physical Plant
- ☐ Scholarships & Fellowships
- ☐ Auxiliary Enterprises

	Signature	Last Name,First Name	Department	Date
Initiator				
Manager				

Accounting Approval:

Budget Office Approval:

Program entered by:

Reporting Tree Review

PROGRAM

ADMIN_EXCLUDE	☐ Confirmed	☐ Modified	by
NACUBO_FUNCTION	☐ Confirmed	☐ Modified	by
NCAA_PROGRAMS	☐ Confirmed	☐ Modified	by

PROGRAM DETAIL

EOC	☐ Confirmed	☐ Modified	by
INT_BEARING_PROGS	☐ Confirmed	☐ Modified	by