REQUEST FOR CHARTFIELD ACTION - ACCOUNT

Effective Date

M	M	D	D	Y	Y	Y	Y

Action Requested

☐ Inactivate Existing Account ☐ Create New Account

☐ Other: _____

SetID 0 0 7 9 7

Account Number

Description

Short Description **Monetary Account Type**

Long Description

VAT Account Flag Non-VAT Related

Budget Control ☐ No Control ☐ Control ☐ **Budget Override** ☐ **Budgetary Account Only**

Account Attribute **Value**

Alt Account

Description

Short Description **Monetary Account Type**

Long Description

	Signature	Last Name,First Name	Department	Date
Initiator				
Manager				

Accounting Approval:

Budget Approval:

Account entered by:

Budget/Reporting Tree Review

EXPENSE	☐ Confirmed	☐ Modified	by
REVENUE	☐ Confirmed	☐ Modified	by
BUDGET	☐ Confirmed	☐ Modified	by