UW-EXTENSION
Accounting Coding Action Request Form

Fund – Project/Grant – Div – Dept – Program – Class  Effective Date _ _/_ _/_ _

1. Action Requested: (check one)
   a. □ Create new department
      1.) Long name: ________________________________
         (30 characters)
      2.) Short name: __________________
         (10 characters)
      2.) Replaces Division-Department: __________

   b. □ Change name of Department to:
      1.) Long name: ________________________________
      2.) Short name: __________________

   c. □ PROGRAM □ Add □ Remove 0 □ 1 □ 2 □ 3 □ 4 □ 5 □ 6 □ 7 □ 9 □

   d. □ MAJOR BUDGET CATEGORY □ Add □ Remove
      ALL SAL SAL-LTE/ST S& E CAPITAL AIDS/FA AIDS/SP SC
      □ □ □ □ □ □ □ □ □ □ □ □

   e. □ CLASS ______ □ Add □ Inactivate □ Name or Description ______

   f. □ Inactivate Division-Department

   g. □ Reactivate Division-Department

2. Funding Action Requested
   □ Establish department in Fund □ Establish new Fund
   □ Delete department in Fund □ Inactivate Fund

3. 143 & 233 Fund Projects
   □ New □ Change □ Inactivate
   Project Number ______ Title of Project ________________________________
   Start Date _ _/_ _/_ _ End Date _ _/_ _/_ _

4. Revenue requirement (Fund 104 only)
   □ Add □ Inactivate □ Fund 132 □ Fund 131 □ Fund 189

   Contact Cashiers Office (262-2806) regarding accounts receivable setup requirements.

Divisional Approval _____________________________ Date __________________
Budget Office Approval __________________________ Date __________________
Extramural Support Office Approval _________________________ Date __________________
Cashiers Office Approval _____________________________ Date __________________
Accounting Approval ______________________________ Date __________________
Department/Class Chartfield
- Add to Department chartfield on _/_/_ (start date)
- Inactivate from Department chartfield on _/_/_ (date ended)
- Name of Department chartfield changed on _/_/_ (date ended)
- Add to Class chartfield on _/_/_ (start date)
- Inactivate on Class chartfield on _/_/_ (end date)

143, 233 Fund Project / Grant Chartfield
- Add to Project/Grant chartfield on _/_/ (budgetary/project start date)
- Inactivate on Project/Grant chartfield on _/_/ (budgetary/project start date)
- Name of Project/Grant changed on _/_/ (budgetary start date)
- End date Project/Grant changed on _/_/ (budgetary start date)

TREES
- Add to EXT_FUORGPRO_COMBO dated _/_/_ (Tree date)
- Delete from EXT_FUORGPRO_COMBO dated _/_/_ (Tree date)
- Add to EXT_ORG_REPORT _/_/_ (Tree date)
- Delete from EXT_ORG_REPORT _/_/_ (Tree date)
- Add to EXT_PROJ_CLOSE _/_/_ (Tree date)
- Delete from EXT_PROJ_CLOSE _/_/_ (Tree date)
- Change in EXT_PROJ_CLOSE _/_/_ (Tree date)

Program Change
- Add a program to department add to EXT_FUORGPRO_COMBO dated _/_/_ (Tree date)
- Delete a program from a department EXT_FUORGPRO_COMBO dated _/_/_ (Tree date)

FUND CHANGE
- Add a Fund to EXT_FUORGPRO_COMBO dated _/_/_ (Tree date) and to
- EXT_FUND_MAJCLASS _/_/ (Tree date) and to
- ORGEDIT combination rule

Additions/deletions/Changes to 3270 _/_/_

HRS NOTIFICATION
- Notified HRS staff of new appointing department _/_/_
- Notified HRS staff of deletion of appointing department _/_/_