

**JAMES MADISON UNIVERSITY**  
ACTION REQUEST FOR NEW CAPITAL PROJECT & DEPTID (ORG)

Originator: John Porter Department: 100550 Phone: 87894 Date: 7/1/03

**SECTION I TYPE OF REQUESTED ACTION** Effective Date: 2/1/03

Add New Department
  Add New Department & Project  
 Change Information Associated With Department
  Inactivate Department

<b>SECTION II DEPARTMENT INFORMATION</b>	<b><u>Accounting Services Use</u></b>
Department Number: <u>700265</u>	Cars Fund Code: _____
Short Description: <u>Repair Bear Hall Sidewalk</u>	Cars Prog Code: _____
Manager Name: <b>Director, Facilities Management</b>	JMU Fund Code: _____
Department: <b>Facilities Planning</b>	JMU Prog Code: _____
Long Description/Purpose: _____	Subclass: _____

**SECTION III PEOPLESFT FINANCE SECURITY**

NAME	LOGON ID	NAME	LOGON ID
1.		1.	
2.		2.	
3.		3.	

**SECTION IV PROJECT INFORMATION**

Project Description:	Project ID:	Project Status:
	Project Begin Date:	<input type="checkbox"/> Approved
	Project End Date:	<input type="checkbox"/> In Progress
Project Manager:	Project Amount:	<input type="checkbox"/> Completed

**SECTION V FOR ACCOUNTING OPERATIONS USE ONLY**  
**BUDGET @ TYPE**

**SECTION VI SIGNATURES**

_____	_____	_____	_____
Facilities Management Authorization	Date	Financial Reporting Input By	Date
_____	_____	_____	_____
Financial Reporting Authorization	Date	Budget Office Authorization	Date