

## ACTION REQUEST FOR NEW CAPITAL PROJECT & DEPTID

Originator: <u>Sue Martin</u>	Department #: <u>100551</u>	Phone: <u>85542</u>	Date: <u>8/13/08</u>
-------------------------------	-----------------------------	---------------------	----------------------

### SECTION I. TYPE OF REQUESTED ACTION

Effective Date of Action:

<input type="checkbox"/> Add new <b>Department</b>	<input type="checkbox"/> Add new <b>Department &amp; Project</b>
<input type="checkbox"/> Change information associated with <b>Department</b>	<input checked="" type="checkbox"/> Inactivate <b>Department</b> :

### SECTION II. DEPARTMENT INFORMATION

#### Accounting Services Use

Department Number: <u>700265</u>	CARS Fund Code:
Short Description: <u>Repair Bear Hall Sidewalk</u>	CARS Prog Code:
Manager Name: <u>Director, Facilities Management</u>	JMU Fund Code:
Department: <u>Facilities Planning</u>	JMU Prog Code:
Long Description/Purpose: _____	ROLLUPDEPT:
	ROLLUPDIV:

### SECTION III. PEOPLESOFT FINANCE SECURITY INFORMATION – Who needs PeopleSoft Finance access for these Departments or Accounts?

Name of User	PeopleSoft Logon	Name of User	PeopleSoft Logon
1. _____	_____	4. _____	_____
2. _____	_____	5. _____	_____
3. _____	_____	6. _____	_____

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

**➡ SEND COMPLETED FORM TO FINANCE SUPPORT – GENERAL ACCOUNTING, MSC 5737**

### SECTION IV. SIGNATURES

#### Accounting Services & Budget Office Use

<hr style="border: none; border-top: 1px solid black;"/>	<hr style="border: none; border-top: 1px solid black;"/>
Facilities Management Authorization	Financial Support Input By
Date	Date
<hr style="border: none; border-top: 1px solid black;"/>	<hr style="border: none; border-top: 1px solid black;"/>
Financial Reporting Authorization	Budget Office Authorization
Date	Date
<hr style="border: none; border-top: 1px solid black;"/>	
Finance Support Authorization	
Date	

SAMPLE