

ACTION REQUEST FOR NEW CAPITAL PROJECT & DEPTID

Originator: <u>Jammie Short</u>	Department #: <u>100356</u>	Phone: <u>82689</u>	Date: <u>8/1/08</u>
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SECTION I. TYPE OF REQUESTED ACTION

Effective Date of Action:

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

SECTION II. DEPARTMENT INFORMATION

Accounting Services Use

Department Number: _____	CARS Fund Code:
Short Description: <u>Bear Hall Bldg Removal</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: <u>Removal of screen porch. Associated with the renovations of Bear Hall, Project 16666</u>	ROLLUPDEPT:
	ROLLUPDIV:

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

Name of User	PeopleSoft Logon	Name of User	PeopleSoft Logon
1. <u>MaryJo Smith</u>	<u>smithmj</u>	4. _____	_____
2. _____	_____	5. _____	_____
3. _____	_____	6. _____	_____

Project Description: <u>Renovation of Bear Hall</u>	Project ID: <u>16666</u>	Project Status:
	Project Begin Date: <u>8/15/08</u>	<input checked="" type="checkbox"/> Approved
	Project End Date: <u>9/30/08</u>	<input type="checkbox"/> In Progress
Project Manager: <u>Susan Madison</u>	Project Amount: <u>150,000</u>	<input type="checkbox"/> Completed

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

SECTION IV. SIGNATURES

Accounting Services & Budget Office Use

<hr/>	Date	<hr/>	Date
Facilities Management Authorization		Financial Support Input By	
<hr/>		<hr/>	
Financial Reporting Authorization		Budget Office Authorization	
<hr/>		<hr/>	
Finance Support Authorization			
<hr/>			

SAMPLE