

ACTION REQUEST FOR NEW CAPITAL PROJECT & DEPTID

Originator: <u>John Patterson</u>	Department #: <u>100551</u>	Phone: <u>87546</u>	Date: <u>8/15/08</u>
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SECTION I. TYPE OF REQUESTED ACTION

Effective Date of Action:

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

SECTION II. DEPARTMENT INFORMATION

Accounting Services Use

Department Number: <u>700450</u>	CARS Fund Code:
Short Description: <u>James Hall Floor Replacement</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>please change the end date for this department</u>	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: <u>12/15/08</u>	<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/> Facilities Management Authorization	<hr/> Date	<hr/> Financial Support Input By	<hr/> Date
<hr/> Financial Reporting Authorization	<hr/> Date	<hr/> Budget Office Authorization	<hr/> Date
<hr/> Finance Support Authorization	<hr/> Date		

SAMPLE