

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

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

**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: _____	Cars Fund Code: _____
Short Description: <u>2000 Main St. Purchase</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: <u>The purchase of property on 2000 Main Street</u>	Subclass: _____

**SECTION III PEOPLESOFT FINANCE SECURITY**

NAME	LOGON ID	NAME	LOGON ID
1. Mary Scott	scottma	1. Linda Jones	jonesll
2.		2.	
3.		3.	

**SECTION IV PROJECT INFORMATION**

Project Description: Purchase property on 2000 Main Street	Project ID: 16876	Project Status:
	Project Begin Date: 2/1/03	<input checked="" type="checkbox"/> Approved
	Project End Date: 3/1/03	<input type="checkbox"/> In Progress
Project Manager: Jay Whitlow	Project Amount: 150,000	<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