

ACTION REQUEST FOR DEPARTMENTS/ACCOUNTS

Originator: <u>Wayne Lock</u>	Department #: <u>100003</u>	Phone: <u>86584</u>	Date: <u>7/1/08</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 Account	<input checked="" type="checkbox"/> Inactivate Department:
<input type="checkbox"/> Change information associated with <input type="checkbox"/> Department or <input type="checkbox"/> Account:		
Collection of Cash, Checks, Credit Cards: <input type="checkbox"/> YES <input type="checkbox"/> NO If yes, purpose:		
Responsible Person (Signature):	Title: <u>Manager, Travel</u>	Date: <u>7/1/08</u>
Dean/AVP (Signature):	Title: <u>AVP, Academic Assistance</u>	Date: <u>7/1/08</u>
Purpose for adding a new department/account or changing an existing one: <u>This department is no longer needed.</u>		
SAMPLE		

SECTION II. ACTION INFORMATION

Accounting Services Use

Department Number (leave blank if requesting new): <u>100200</u>	CARS Fund Code:
Department Name: <u>Here We Go</u>	CARS Prog Code:
Account Number (Leave blank if requesting new):	JMU Fund Code:
Account Name: _____	JMU Prog Code:
College/Division: <u>Academic Affairs</u>	ROLLUPDEPT:
Manager Title: <u>AVP, Academic Assistance</u>	ROLLUPDIV:

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

Name of User	JMU e-ID	Name of User	JMU e-ID
1. <u>Joan Thomson</u>	<u>thomsojj</u>	5. _____	_____
2. <u>Joe Green</u>	<u>greenjo</u>	6. _____	_____
3. <u>Caron Jones</u>	<u>jonescc</u>	7. _____	_____
4. <u>Mary Rope</u>	<u>ropema</u>	8. _____	_____

➡ SEND COMPLETED FORM TO FINANCE SUPPORT – GENERAL ACCOUNTING, MSC 5715

SECTION IV. SIGNATURES

Accounting Services & Budget Office Use

Financial Reporting (MSC 5715)	Date	Input By Finance Support	Date
Budget Office (MSC 6703)	Date	Finance Support Approval	Date