

# ACTION REQUEST FOR DEPARTMENTS/ACCOUNTS

Originator: <u>Mary Wise</u>	Department #: <u>200001</u>	Phone: <u>85547</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 <b>Department</b>	<input checked="" type="checkbox"/> Add new <b>Account</b>	<input type="checkbox"/> Inactivate <b>Department</b> :
<input type="checkbox"/> Change information associated with <input type="checkbox"/> <b>Department</b> or <input type="checkbox"/> <b>Account</b> :		
Collection of Cash, Checks, Credit Cards: <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If yes, purpose:		
Responsible Person (Signature):	Title: <u>Director</u>	Date: <u>7/1/08</u>
Dean/AVP (Signature):	Title: <u>AVP, Facilities Mgmt</u>	Date: <u>7/1/08</u>
Purpose for adding a new department/account or changing an existing one: <u>This account is needed to separate charges for shipping boxes.</u>		
SAMPLE		

## SECTION II. ACTION INFORMATION

### Accounting Services Use

Department Number (leave blank if requesting new):	CARS Fund Code:
Department Name: _____	CARS Prog Code:
Account Number (Leave blank if requesting new):	JMU Fund Code:
Account Name: <u>Shipping Box Charges</u>	JMU Prog Code:
College/Division: <u>Facilities Management</u>	ROLLUPDEPT:
Manager Title: <u>Director, Facilities Mgmt</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