

JAMES MADISON UNIVERSITY
ACTION REQUEST FOR DEPARTMENT/ACCOUNTS

Originator: Mary Wise Department #: 100001 Phone: 85578 Date: 6/15/06

SECTION I. TYPE OF REQUESTED ACTION

Requested Action

Effective Date: 7/1/06

Add new **Department** Add new **Account** Inactivate **Department**: _____

Change information associated with **department**: _____

Change information associated with **account**: _____

Collection of Cash, Checks, Credit Cards: yes no If yes, purpose _____

Responsible Person (Signature): _____ Title: Director Date: 6/15/06

Dean/AVP (Signature) : _____ Title: AVP, Fac. Management Date: 6/15/06

Purpose for adding a new department/account or changing an existing one: This account is needed to separate charges for shipping boxes.

SAMPLE

SECTION II. ACTION INFORMATION

Department Number (leave blank if requesting new): _____

Department Name: _____

Account Number (Leave blank if requesting new): _____

Account Name: Shipping Boxes Charges

College/Division: Facilities Management

Manager Title: Director, Fac Management

Accounting Services
purpose only

CARS CODE: _____

Budget Override

Account Short Name

SECTION III. PeopleSoft Finance Security Information - Affected Users and Logon ID's (PeopleSoft security for these users will be updated in the finance system)

	<u>User's Name</u>	<u>User Logon ID</u>		<u>User's Name</u>	<u>User Logon ID</u>
1.	<u>Joan Thomson</u>	<u>thomsojj</u>	5.	_____	_____
2.	<u>Caron Jones</u>	<u>jonescc</u>	6.	_____	_____
3.	<u>Mary Rope</u>	<u>ropema</u>	7.	_____	_____
4.	_____	_____	8.	_____	_____

SECTION IV. SIGNATURES

Financial Reporting (MSC 5715) _____ Date _____ Input By _____ Date _____

Budget Office (MSC 5726) _____ Date _____