

JAMES MADISON UNIVERSITY
ACTION REQUEST FOR DEPARTMENT/ACCOUNTS

Originator: <u>Jane Fillout</u>	Department #: <u>100001</u>	Phone: <u>85687</u>	Date: <u>6/25/06</u>
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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: 6/25/06

Dean/AVP (Signature) : _____ Title: Dean, College of Business Date: 6/25/06

Purpose for adding a new department/account or changing an existing one: This department is needed to segregate expenses for a new department created in our college - Risky Business.

SAMPLE

SECTION II. ACTION INFORMATION	Accounting Services purpose only
Department Number (leave blank if requesting new): _____	CARS CODE: _____ <input type="checkbox"/> Budget Override _____ Account Short Name
Department Name: <u>Risky Business</u>	
Account Number (Leave blank if requesting new): _____	
Account Name: _____	
College/Division: <u>College of Business</u>	
Manager Title: <u>Dean, College of Business</u>	

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>Jane Fillout</u>	<u>filloutje</u>	5.	_____	_____
2.	<u>Joe Green</u>	<u>greenjo</u>	6.	_____	_____
3.	<u>John Henry</u>	<u>henryjj</u>	7.	_____	_____
4.	_____	_____	8.	_____	_____

SECTION IV. SIGNATURES

Financial Reporting (MSC 5715)	Date	Input By	Date
Budget Office (MSC 5726)	Date		