

ACTION REQUEST FOR DEPARTMENTS/ACCOUNTS

Originator: <u>Jane Fillout</u>	Department #: <u>100001</u>	Phone: <u>85687</u>	Date: <u>7/1/08</u>
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SECTION I. TYPE OF REQUESTED ACTION

Effective Date of Action:

<input checked="" type="checkbox"/> Add new Department <input type="checkbox"/> Add new Account <input 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 checked="" type="checkbox"/> NO If yes, purpose:		
Responsible Person (Signature):	Title: <u>Dept Head</u>	Date: <u>7/1/08</u>
Dean/AVP (Signature):	Title: <u>Dean, College of Business</u>	Date: <u>7/1/08</u>
Purpose for adding a new department/account or changing an existing one: <u>This department is needed to segregate expenses for a new department created in our college - Ricky Business</u>		
SAMPLE		

SECTION II. ACTION INFORMATION

Accounting Services Use

Department Number (leave blank if requesting new):	CARS Fund Code:
Department Name: <u>Risky Business</u>	CARS Prog Code:
Account Number (Leave blank if requesting new):	JMU Fund Code:
Account Name: _____	JMU Prog Code:
College/Division: <u>College of Business</u>	ROLLUPDEPT:
Manager Title: <u>Dean, College of Business</u>	ROLLUPDIV:

SECTION III. PEOPLESFT 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>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. <u>Mary Jumper</u>	<u>jumperma</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