

Request to Change Department Default ChartString

Instructions: For changes to current system Departmental Default Chartstrings, only. Send approved form to Payroll Services using the information in the header above. Please allow adequate time for processing.

* Only Projects that begin with 2, 5, or 6 are permitted to be a Department Default

Section 1: Department Information

Dept ID: _____ Dept Name: _____

Effective Date: _____

Section 2: Distribution Detail

CHANGE FROM:
Current Department Default

Unit	
Division	
Organization	
Fund Type	
Location	
Business Line	
Activity	
RU Initiative	
Project	
Task	
Expenditure UDO	

CHANGE TO:
New Department Default

Unit	
Division	
Organization	
Fund Type	
Location	
Business Line	
Activity	
RU Initiative	
Project	
Task	
Expenditure UDO	

Section 3: Request Authorization

Requestor: _____

Title: _____

Phone/Ext: _____

Email: _____

Approved: Department Head / Designee

Print Name	Signature	Date

PAYROLL USE ONLY

Approved: Controller's Office - Payroll Services

Processed By:

Print Name	Signature	Date