|  |  |
| --- | --- |
|  | **ChartField Maintenance - Department** |
| *\*Denotes a required field.* |
| \*Business Unit *(5 digits)*: |  | Requesting Agency: |  |
| Requester: |  | Date: |  |
| Approver: |  | Date: |  |
|  |
| **Action Requested** |
|  |
|  | Add New Value |  | Update Existing Value |  | Inactivate Existing Value |
|  |
| **Account Information** |
|  |
| \*SetID: |  | *(Agency Business Unit)* | \*Department: |  |  |
|  |
| \*Effective Date: |  | \*Status: |  | Active |  | Inactive |
| *(an initial date of 01/01/1901 is required for new departments)* |
|  |
| \*Description *(limit to 30 characters)*: |  |
| \*Short Description *(limit to 10 characters)*: |  |
|  |
|  | Budgetary Only *(check box if only used on budget transactions or as a report rollup value)* |
|  |
| Manager ID *(11 digits)*: |  | Manager Name: |  |
|  |
| \*Company: | COV |  |
| \*Location Code: |  | *(Agency Business Unit)* | \*Location SetID: |  | *(Agency Business Unit)* |
|  |
| \*Department will report to Department: |  |  |
| *(Identify an existing Department value, required for updating Cardinal trees for reporting, etc.)* |
|  |
| **Long Description** |
|  |
| Long Description *(use to further describe the department purpose/use)*: |
|  |
|  |
| **For Agency ChartField Administrator Use Only** |
| Entered By: |  | Date: |  |
| *After the valid values are created, submit this form to the GL Cardinal Team to update Cardinal Trees and Combination Edits* |
|  |
| **Trees** *(review and update, if necessary)* |
|  |
|  | DEPT\_XXXXX |  |  |  | DEPT\_BUDGET |  | DEPT\_OVERALL |
|  |  |  |  |  |  |
|  |
| **Combination Edit** *(review rules listed and update, if necessary)* |
|  |
|  | INVDEPTFD |  |  |  |  |