CARDINAL

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: _____

*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