



*** Requestor: Please click the appropriate check boxes***

REQUEST TO ADD/CHANGE/INACTIVATE MACMP FUND CODES

Effective Date: _____

CHARTFIELD: _____ Please select one

MACMP Account	Fund *	MACMP Department	MACMP Class	MACMP Program	MACMP Project	If applicable, CPDC Proj Number _____
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FNAT Key - new Funds: _____ FIRMS pgm code for Dept _____ Proj start date: _____

* For new Fund requests, please complete a Fund Agreement form.
 * If fund is related to a federal grant, CFDA #: _____

Agreement _____ DOA Attached: _____

ACTION: _____ Please select one

Add	Change	Inactivate	Fund Type
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_____	Chartfield Description (no more than 30 characters)	_____	Chartfield Code **
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** For new chartfields, the chartfield code will be assigned by Fiscal Services.

Reason for Request / Description of Usage: _____ Attach supporting documentation

REQUESTOR SIGNATURES: _____ Date Requested: _____

Requested By: _____ (Print)	Authorized By: _____ (Print)
_____ (Signature)	_____ (Department Head Signature)

FOR FISCAL SERVICES DEPARTMENT USE ONLY:

Reviewed By: _____ (Accounting Manager Signature)	Reviewed By: _____ (Budget Director Signature)	Authorized By: _____ (Controller or AVP Signature)
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New funds require AVP signature

_____ PS Finance Create/Update	_____ Inactivate: Check Balance A&L
_____ FNAT/AAT Key	_____ Update Chartfield List
_____ FIRMS: New Departments only	_____ Enterprise updated
_____ Tree Manager Updated (indicate which trees updated below)	_____ Payroll Account Code established
_____ ACCOUNT ACCOUNT_LEGAL_EDIT CSUFE_ACCOUNT	_____ CPDC attribute added to proj if proj is CPDC funded
_____ DEPT_COMBO_DEPFUND FUND_COMBO_DEPFUND	_____ E-Mail Notification: Accounting, Budget, Purchasing, and requesting department
_____ FUND_LEGAL_EDITS CSUFE_FUND	_____ Date Completed
_____ YECLOSE_FUND YE_ROLLFWD	_____ If Funds - update IDA
_____ Update Data Warehouse security for new departments	
_____ If Department - Add Rule 4	
_____ DEPTID_DW_RPT	_____ Input by