

ChartField : _____

University of Rhode Island – New ChartField Request Form for New Departments and Programs

(Note - one form for each unique ChartField combination)

For new grants, contact Office of Sponsored Projects.

For new funds, contact the Office of Financial Strategy and Planning (FSP)

Requesting Department: _____ Tel: _____

New ChartField Name: _____

Request for new: Department Program Project (For Bond Funds and Capital Projects only)

Start Date: _____ End Date (if applicable): _____

(please attach memo justifying need for a new Chartfield string and any other pertinent backup information)

Description/Purpose of Chart Field: _____

Responsible Person*: _____ Title: _____ Dept: _____

*(Must match responsible person on signature authorization form)

This form must be accompanied by a Signature Authorization Form and a Budget by PBCS Alpha Account

Please email all forms to: financial-strategy-planning-group@uri.edu

Source of Funding Request (Check one box within this area):

- Unrestricted (100)
- Service Center (105)
- Dean's Overhead (110)
- Auxiliary/Enterprise Fund(name of aux/enterprise): _____ fund #: _____
- Other (If externally restricted, please indicate name of funding source): _____
If restricted please indicate: Yes No
- Self-Supporting (101)
- Unrestricted URI Online (106)
- Unrestricted (Designated Projects) (111)

Annual Revenue Projection \$ _____ Annual Expenditure Projection \$ _____

Type of Expenditures: Personnel Operating Capital Scholarships

Signatures:

(1) Responsible Person's Signature: _____ Date: _____

(2) Vice President/Dean or Director's Signature: _____ Date: _____

(3) Vice President's Signature (not req'd for academic affairs): _____ Date: _____

(4) Budget Office Signature: _____ Date: _____

Note: A deficit in the self supporting ChartField/Program will be charged to the College Dean's overhead account if an alternate source(s) of funding is not available.

FOR BFPO ONLY - NACUBO Expense Category (Please Check)

Instr Rese Publ Acad Stud Instit Oper Scho Aux Other