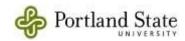
FIS Chart of Accounts Code Request



PLEASE NOTE: FORM MUST BE COMPLETED ELECTRONICALLY. HANDWRITTEN FORMS WILL NOT BE ACCEPTED.

Request Date: Requestor's Name: Requestor's Email:				Code assign			
Requestor's Ext:				(CAS USE ONLY)			
NOTE: Do not use this form for Research Grants/Contracts							
Type of Request:							
							New Code Requested: Fund Organiza
Title:			Predecessor Code (required if new org/fund):				
Index Requested:	Fund:	Organization	n: I	Program:		Activity:	
Reason: Briefly explain need for new code. If requesting a new fund or organization, include projected budget for anticipated expenses and revenues. Attach separate page if necessary. Note: Some Funds will incur automatic administrative charges on expenditures: -Self-Support 016xxx/CE 050000-054999/Designated Operations 055xxx-058499 -Some Auxiliary Funds- Auxiliary rate depends on funding source (For current rates you may contact the Budget Office or University Financial Services) (For PSU policy - 504.0 Administrative Services Overhead Charge for Indirect Cost Allocation) Will Payroll be recorded in this FOAPAL? Yes No If a deficit occurs, which FOAPAL will be responsible?							
*note: Online FIS approvers must have requested system access on the FIS & HRIS Access request Form.							
Name		Title	Title		Non-FIS Payroll	System Other	
			- Joyst	em Approval		Outer	
Department Head (all codes): Date:							
Dean's Office Approval (fund, org.): Date:							
Budget Office Approval (fund, org):					Date:	Date:	
PSU Controller Approval (fund, org):					Date:	Date:	
Campus Accounting Services Approval (all codes):					Date:		

Once completed, please scan and email form to Campus Accounting Services/Chart Set Up Team – chartset@pdx.edu. Original documents should be retained by Department for Internal support purposes.