

## A&S Chartfield Create Request Form

**It is only necessary to fill out the section for the new chartfield.**

### New Project

Project Name: \_\_\_\_\_

Owning Department: \_\_\_\_\_

Type of Project:

Endowment & Gift Projects (please attach the gift agreement/endowment terms, as well as a copy of any check(s) received)

Unrestricted Project (please describe source of funds below):

Source of Funds:

\_\_\_\_\_

If someone who does not have security access to the project department in ARC will require view access, please provide their EMPL ID: \_\_\_\_\_

***Note: It is only necessary to fill in a section below if you need an initiative or segment that does not yet exist.***

### New Initiative

Initiative Name: \_\_\_\_\_

Description of Initiative Purpose:

\_\_\_\_\_

### New Segment

Segment Name: \_\_\_\_\_

Description of Segment Purpose:

\_\_\_\_\_

**Signature of Department Financial Officer:**

\_\_\_\_\_  
**Note: If sent by Financial Officer directly via email, no signature is required**