

# Chartfield Request Form

**Business Units**    LBCMP    LBFDN    LB49R      **FISCOA Use Only:** CF / SC Assigned:

**Request Type**    Add    Update    Inactivate

**Chartfield (CF)**    Fund    Account    Dept    Project    Program    Class      **SpeedChart**    Yes    No

**SpeedChart**      Fund:       Dept:       Program:       Class:       Project:

**CF Description:**            CF / SpeedChart Value:   
 Purpose:   
 Additional Information or Criteria:

**Fund**      Reporting Dept:       Fund Owner Name:   
 Revenue Source:   
 Type of Expenditures:   
 Disposition of Funds:   
 Type of Fund / Program:  (LB49R USE ONLY)

**Department**      Payroll Costs:  Yes    No      Subdivision/College Roll Up:

**Project**      Start Date:       End Date:   
 Sponsored Programs Only:    FA - PI:     FA - Dept:     FA - College:     FA - ORSP:

**Accounting Use Only**    Capital:  Yes    No      Budgeted:  Yes    No      FNAT Key:       % of Fees:   
 AAT Key:     Rule 4 Program Code:     Reporting Group:     GAAP Override:     Program Code:   
 Additional Information:

**Requestor**  
 Requestor: \_\_\_\_\_ Date:       Comments:   
 Requestor Email: \_\_\_\_\_

**Chartfield (CF) Approval**     By checking this box, I have reviewed and approve this chartfield request.  
 Chartfield Approver: \_\_\_\_\_ Date:       Comments:   
 Chartfield Approver Email: \_\_\_\_\_

**General Accounting (GA) Approval**     Not Applicable     By checking this box, I have approved this chartfield request.  
 GA Approver:       Date:       Comments:   
 GA Approver Email:

**Workflow Submittal -**    The chartfield request form attached to the requestor and approver's "**csulb.edu**" e-mail is an acceptable method of authentication, so signatures are not required as long as both e-mail receipts are sent to the FISCOA.

**TIMESTAMPS**    Req: \_\_\_\_\_    CA: \_\_\_\_\_    GA: \_\_\_\_\_    FISCOA: \_\_\_\_\_    Version: \_\_\_\_\_