

NON SPONSORED PROJECTS and UNRESTRICTED OPERATING FUNDS

Compass AFFILIATE PROJECT or SMARTKEY Create/Modify Request Form

Please submit completed form to compass@emory.edu with subject "CHARTFIELD REQUEST"

CONTROLLER'S OFFICE NOTIFIES THE REQUESTOR AND APPROVER WHEN REQUEST IS COMPLETE

Requestor Name _____

Phone _____ Email _____

Approved by (Operating Unit CFO/Business Officer) _____

Phone _____ Date _____

List the email addresses, if additional individuals should be notified:

Create Modify Requested for the following Chartfield Value:

[For a **create Request** do not write on the lines below, Controllers' Office will complete]

Project _____

Smartkey _____

Smartkey _____

Reason for Request (REQUIRED):

The Reason for Request and attachments need to support fund code and class code assigned. In addition, list the University resources that will be used (A/P, P/R, Campus Svcs, Etc.)

Chartfield Description (REQUIRED):

Long Description (limit 30 characters): _____

Section I: Project

Project Type:

- Affiliate Entity (Agency) Capital Project Department Initiative
- Discretionary Fund Endowment Expendable Income Endowment Principal
- Gift Info Technology Capital Project Minor Repairs & Renovations
- Service Center Strategic Plan Project Other _____

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Billing Source(s):

Billed by University General Accounts Receivable

Billed by Department

List other funding sources other than A/R and Billing _____

Section II: Smartkey

REQUIRED:

Business Unit _____

Operating Unit _____

Department ID _____

Fund Code _____

Class Code _____

DEFAULT IS ZEROES:

Program _____

Event _____

COMPLETE ONLY FOR PROJECT:

Project Business Unit _____ [Usually PCOTH]

Project _____

Project Activity _____