

Compass EVENT or PROGRAM 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:

Event _ _ _ _

Program _ _ _ _

Reason for Request (REQUIRED):

Chartfield Description (REQUIRED):

Short Description (limit 10 characters): _____

Long Description (limit 30 characters): _____