



The University of British Columbia  
**CHARTFIELD REQUESTS**  
 Financial Services Department

Use this form to request changes or additions to Account, DeptID or Program.  
 Use form GA408 to request changes or additions to Project/Grants (Non-Research Only).

**ACCOUNT CREATE**

Account No. (Financial Services use only)	Effective Date (MM/DD/YY)	Description
		Account Category  (see <a href="http://www.finance.ubc.ca/fmis/plsql/chart_account">http://www.finance.ubc.ca/fmis/plsql/chart_account</a> )
Type		Asset <input type="checkbox"/> Liability <input type="checkbox"/> Revenue <input type="checkbox"/> Expenditure <input type="checkbox"/>

**DEPT ID**

- Create (complete all fields)
- Modify (complete only DeptID and those fields to be changed)
- Inactivate (complete DeptID and effective date)

DeptID	Effective Date (MM/DD/YY)	Manager Name & Employee Number
Description		
Signing Authorities (please print "cpf" "cff" "Gorng" "gg" "pwo" "dgt")		
1. _____	3. _____	
2. _____	4. _____	

**PROGRAM**

- Create (complete all fields)
- Modify (complete only those fields to be changed)
- Inactivate (complete program no. and effective date)

Program	Effective Date (MM/DD/YY)	Manager Name & Employee Number
Description		
PG Number		

**OTHER INFORMATION**

Requested By:	Department	Phone	Date
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**AUTHORIZATION**

Authorization Signature	Print Name
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**Financial Services Use Only**

Approved General Accounting	Entered by	Date
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Send to Financial Services