The University of British Columbia
CHARTFIELD REQUEST - Project/Grant (Non-Research Only)
Financial Services Department

Use form GA409 to inactivate a PG

ACTION REQUIRED

☐ **Modify** **(complete only PG No. and those fields to be changed)**

☐ **Create** **(complete all fields)**

PG Number	Effective Date (MM/DD/YY)	Descr (PG Name)		
Fund	**DeptID**	**Program Code**	**Location Code** (www.finance.ubc.ca/fmis/documents/FMIS_address.htm)	**PG End Date (MM/DD/YY)** (Specific Purpose funds only)	**Manager Name**

Long Description/Purpose

Specify Source of Funding (eg. Budget funded, Fee for service)

Signing Authorities (please print'tpf 'tf f 'Go rɱ{gg'þwo dgt)

1. _____   3. _____

2. _____   4. _____

For Fee For Service Fund NEW PG's ONLY

☐ Approved Business Plan is attached   Vice President Signature_____ Date_____

(*For FFS only, send form to the Budget Office*)   Budget Office Signature_____ Date_____

NEW PG's ONLY (check all applicable)

☐ Use this PG for the sale of GST taxable goods or services - please complete estimate GST Taxable sales/Total sales (%) _____

☐ Use this PG only for Fund and Dept ID specified above   ☐ Use this PG for salary expenses

OTHER INFORMATION

Requested By	Department	E-mail	Phone	Fax	Date

AUTHORIZATION

Authorization Signature	Print Name

FINANCIAL SERVICES USE ONLY

Special Purposes - Clerk Code	Invoice Frequency			Invoice Due Date	
Approved General Accounting	**Approved Payroll**	**Entered by**	**IHRIS table**	**Speed Chart**	**VAT Approved**	**Date**

Send to Financial Services

GA407 (rev 01/98)
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