



Request for Account Addition/Change

Used for Legacy Accounts for Payroll through December 2018

To: **Accounting Department**

Account Addition

Type of Account _____

Project Current department number _____

Requested Project Name (30 character or less) _____

Funding Source _____

Object Codes _____

Function Category _____

Description and Purpose _____

Account Begin Date _____ Account End Date _____

PeopleSoft Chartstring

Fund _____ Class _____ Program _____ Dept _____

Project ID _____ Operating Unit _____ Chart Field 1 _____ Activity _____

Reminder:

Legacy account numbers are necessary ONLY where payroll will be paid off the equivalent PeopleSoft chartstring

Signatures

	_____ Approved (Department Head)	_____ Date
Submitted (include title)	_____ Date	_____ Approved (Dean/Director)
		_____ Date

University of Georgia Finance and Administration Use Only

Account Number _____ Account Name _____

BVA _____ P or E Relation _____ By _____

AV _____ AM _____ AR _____ AA _____ Date _____