South Carolina

Chartfield Request Form

Please email completed forms to CFMAINT@MAILBOX.SC.EDU

Please check type: _____

Combination Description _____

Operating Unit _____

Department _____

Fund _____

Class _____

PC Business Unit (if using project) _____

Project (if inactivating) _____

Project type (if applicable)

For new Department or Project: Approvers 1 _____

Approvers 2 _____

Payroll ?

Attach justification

Why new department?
Why new project? How much to be transferred into new account and from where?If E fund – attach E Fund questionnaire
If Z fund – attach Z Fund questionnaire

_____ _____

Requested by Date

_____ _____

Business Manager Date

Controller's Office Approval: _____

Date: _____