



Cal Poly Pomona Budget Services Dept. Id and Class Chartfield Request Form

Requested by (Name): _____ Date: _____

Department: _____ Division: _____

Purpose for request: _____

Chartfield:

New Dept/ Class Name: _____

Dept:

New

Reclass*

*For dept reorganization please
attach organization chart

Class:

Capital Project

Ongoing Project

Fee Revenue

Other: _____

Fund affected:

General

Capital Outlay

Housing

Reimbursed

Continuing Education

Lottery

Parking

Other _____

Accounts affected: (check all that apply)

Operating Expense & Equipment

Salaries and Wages*

*if selected, attach a list of positions to be moved

Please provide distribution information for financial reporting purposes (Name and title only):

1. _____

2. _____

3. _____

Requestor: _____ Date: _____

Director: _____ Date: _____

AVP: _____ Date: _____

For Budget and Financial Reporting Use ONLY

Accounting: _____

Date: _____

Budget: _____

Date: _____

Effective Date: _____

New Dept. Id: _____ New Class: _____

Added to tree: _____

Change or add HR Account Code on DBT: _____ CDIP: _____