

Use this form to request a new or update existing CFS chartfield codes: Class, Program, Project, or Scenario. Complete the appropriate section(s) below for your request. **(Note: It takes 24hrs for new chartfields to be available to use in FTS).** Email the completed form to finance-support@sjsu.edu. In the subject line of the email, enter: **Chartfield Request**.

Requestor Information: Name: _____ Phone: _____

Class

New
Provide Class code description: (Max 30 char.) _____

Update Provide existing Class Code: _____
Describe what needs to be updated: _____

Program

New
Provide Program code description: (Max 30 char.) _____

Update Provide existing Program Code: _____
Describe what needs to be updated: _____

Scenario

New Provide Scenario Name: (Max 10 char.) _____
Provide Scenario description: (Max 30 char.) _____

Update Provide existing Scenario Name: _____
Describe what needs to be updated: _____

Project

New
Provide Project code description: (Max 30 char.) _____
Project Code (if known): _____
Project Start and End Date: _____ **To** _____
Project Owner: _____

Update Provide existing Project Code: _____
Describe what needs to be updated: _____

Central Finance Use Only	Chartfield Attributes	Chartfield Attribute Value
	CPDC PROJ:	_____
	CPDC PROF TYPE:	CIMP NRMR