

Account ChartField Request

LAST UPDATED: 3/30/21



FINANCE & TREASURY

FINANCE.PRINCETON.EDU/FORMS/

TODAY'S DATE

Requestor Information

FIRST NAME	MIDDLE INITIAL	LAST NAME
EMAIL ADDRESS	PHONE	
DEPARTMENT	ORGANIZATION	

Request Information

Select the action you would like to perform, and provide a reason for the request.

Action: Create New Modify Existing Inactivate Existing

SUGGESTED EFFECTIVE DATE

Describe the purpose of this request (e.g. Compliance, Internal Reporting, etc.). If requesting a new Account ChartField value, please explain why the existing ChartField values do not meet the tracking or reporting needs.

Request Detail

Enter the new or changed Account information below.

Account Type: Asset Liability Expense Revenue Equity

ACCOUNT NAME

WILL THIS ACCOUNT BE A BUDGETARY ONLY ACCOUNT? Yes No

WHAT IS THE ESTIMATED ANNUAL ACTIVITY FOR THIS ACCOUNT?

Approver Information & Signature

Enter the Approver contact information below and have the Approver sign.

Check here if Approver is same as Requestor

FIRST NAME	MIDDLE INITIAL	LAST NAME
EMAIL ADDRESS	PHONE	
SIGNATURE OF APPROVER	DATE	

Request Submission

* Send the completed form along with any supporting documentation to the Office of the Controller at coarequest@princeton.edu.