

# Fund ChartField Request

LAST UPDATED: 4/1/21



**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 (MUST BE 1st OF THE MONTH)

SUGGESTED FUND NAME

FUND TYPE

- A. General/Central Funds  F. Other Invested Funds  M. Plan (Capital Project) Funds  Q. Campus Orgs Funds  
 B. Term Gift Funds\*  G. Grant/Contract Funds  N. University Debt Funds  
 E. Endowment/Quasi-Endowment  L. Loan Funds  P. Affiliated Entity/Agency Funds

\*If requesting a new Term Gift Fund, complete the [Gift Transmittal Form](#). Then forward all documentation to Alumni and Donor Records or Corporate and Foundation relations, per the directions on the [Gift Transmittal Form](#). If requesting to *modify* or *inactivate* an existing Term Gift Fund, please use this form and send to the Financial Service Center as directed below.

Describe the purpose of this request.

## Request Submission

- Send the completed form along with any supporting documentation to the Office of the Controller at [coarequest@princeton.edu](mailto:coarequest@princeton.edu).