

# Request for New Funding & Changes to Existing Department or Project Code

Scan completed form to [Controller.office@uwp.edu](mailto:Controller.office@uwp.edu)

Request Date: \_\_\_\_\_ Dept or Project Code to be Changed: \_\_\_\_\_

Reason for request (check one):

\_\_\_\_\_ **Change Name** Typically, once department or project names are established there are no changes made. Contact Jennifer Agerholm, Campus Accountant at 595-2781 to discuss potential changes.

\_\_\_\_\_ **Close Out Code** \_\_\_\_\_  
NOTE: Program revenue codes must have a zero cash balance to be closed.  
Reason for Closing: \_\_\_\_\_

\_\_\_\_\_ **Change PI (Principal Investigator)** This individual is responsible for determining that the expenditures are necessary, allowable, allocable, reasonable, properly approved, and adequately documented.  
List new PI & reason for change: \_\_\_\_\_

\_\_\_\_\_ **Request New Funding Code** \_\_\_\_\_ **Department** \_\_\_\_\_ **Project**  
Describe proposed use of code including reason new code is necessary:  
\_\_\_\_\_  
\_\_\_\_\_  
Name to be assigned to new department or project: \_\_\_\_\_  
List Source of Funds (Fund/Program/Department #s): \_\_\_\_\_  
PI responsible for new funding: \_\_\_\_\_  
**For project creation:**  
Project period: (leave blank if open ended) From \_\_\_\_\_ To \_\_\_\_\_  
Will project receive/generate revenue? (Must circle one) Y / N  
Will project have a budget? (Must circle one) Y / N  
If Yes, indicate budget funding source (fund/program/dept): \_\_\_\_\_  
If a new Student Financial System Item type code is needed for this request, check here \_\_\_\_\_  
Fund 128 Requests: (advise Aux. Budget Policy Analyst of funding code request)  
Auxiliary Report Category: \_\_\_\_\_  
Interest earned/charged to: \_\_\_\_\_

**REQUESTED BY:** \_\_\_\_\_  
Typed/Printed Name Signature

**APPROVAL OF DIVISION BUDGET MANAGER:**  
\_\_\_\_\_  
Typed/Printed Name Signature

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**TO BE COMPLETED BY BUSINESS SERVICES:**

Fund-Program-Dept-Project code assigned: \_\_\_\_\_

Business Services approval & date: \_\_\_\_\_

- \_\_\_\_\_ Controller approval (for new dept's)
- \_\_\_\_\_ FUND\_TO\_PROJECT tree
- \_\_\_\_\_ PKS\_ORG\_COMBO\_EDIT tree (if necessary)
- \_\_\_\_\_ PKS\_ALL\_ORGS tree (new dept)
- \_\_\_\_\_ PKS\_128\_ORGS tree (128 funding only)
- \_\_\_\_\_ HRS Org Dept Changes/Request form submit
- \_\_\_\_\_ SFS Chartfield Log updated
- \_\_\_\_\_ Email HR & Travel for PI dept changes (if necessary)
- \_\_\_\_\_ Notify Cashiers/FA (for revenues/FA funding/item types)

Upon completion, form is to be scanned to requestor and PI for their records.