



GEORGIA REGENTS UNIVERSITY  
AUGUSTA

DEPARTMENT  
Chart of Account(s)  
Maintenance Request Form



Add \_\_\_ Change \_\_\_ Activate \_\_\_ Inactivate \_\_\_ Reactivate \_\_\_

Effective Date: \_\_\_\_\_


Department Number: \_\_\_\_\_

Description: \_\_\_\_\_



**\*Do you want to change the department manager?**  Yes No

Please list the department manager name: \_\_\_\_\_

Will there be a position held in the department?  
\*(If so please attach a organization chart)  Yes No

**Contact Information:** 

Name: \_\_\_\_\_

Blg/Rm#: \_\_\_\_\_ Phone: \_\_\_\_\_ Requested by: \_\_\_\_\_

Reason for Request: \_\_\_\_\_

-- Fax completed form to Controller's Division 706-434-7130 --



Department Manager Signature \_\_\_\_\_ Date \_\_\_\_\_

Additional Signatures \_\_\_\_\_ Date \_\_\_\_\_  
*\*(Required if dept manager changes)*

\_\_\_\_\_ **For Controllers Use Only** \_\_\_\_\_

Entered Into PeopleSoft Financials by: \_\_\_\_\_ Date: \_\_\_\_\_

Date Sent to PeopleSoft HRMS: \_\_\_\_\_ Initials: \_\_\_\_\_

Date Sent to IT Security: \_\_\_\_\_ Initials: \_\_\_\_\_