

### Request to Change Department Default ChartString

**Instructions:** For changes to current system Departmental Default Chartstrings, only. Send approved form to Payroll Services using the information in the header above. Please allow adequate time for processing.

**\* Only Projects that begin with 2, 5, or 6 are permitted to be a Department Default**

Section 1

Requestor: _____	Title: _____
Dept ID: _____	Dept Name: _____
Phone/Ext: _____	Email Address: _____

Section 2:

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

CHANGE FROM:	
Current Department Default	
Unit	
Division	
Organization	
Fund Type	
Location	
Business Line	
Activity	
RU Initiative	
Project	
Task	
Expenditure UDO	

CHANGE TO:	
New Department Default	
Unit	
Division	
Organization	
Fund Type	
Location	
Business Line	
Activity	
RU Initiative	
Project	
Task	
Expenditure UDO	

Section 3: Approvals

Approved: Department Head / Designee:

Print Name	Signature	Date
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**PAYROLL USE ONLY**

Approved: Controller's Office - Payroll Services

Processed By:

Print Name	Signature	Date
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