**Chart of Accounts (COA) Maintenance**

**PROJECT (OPERATING) REQUEST – CHANGE**

Use this form to request a change to an existing project.

Refer to Guide: Chart of Accounts (COA) for further information on project (operating).

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| If requesting a high volume, contact fscoarpt@ualberta.ca for a more expedient means of processing. |

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| **CHANGE PROJECT** | | | | | | | |
| Project number | Change project name | Change project holder | | | | Change end date | Reactivate project that was previously used |
| Name  (max. 30 characters) | Employee name | Employee ID  (For PS setup) | Position name  (Specify title) | Effective date of change in project holder  (mm/dd/yyyy) | End date  (mm/dd/yyyy) | Check box below and indicate new end date in previous column |
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| **INACTIVATE PROJECT**  (note: inactivating a project will also inactivate speedcodes associated with the project) | |
| Project number | End date (mm/dd/yyyy) |
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When inactivating a project, it is the SFO’s responsibility to ensure that there are no outstanding transactions that have not yet been processed and that there are no future commitments.

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| **ROUTING INSTRUCTIONS**  Senior Financial Officer (SFO) emails completed form to Financial Services, fscoarpt@ualberta.ca.  ChartField requests will be processed on the first business day of each week for all requests received the previous week; SFO will be notified if this timing cannot be met. For high volume requests (50 or more), FS will open a helpdesk ticket to process the request and will notify the unit when the request has been processed. |