**Chart of Accounts (COA) Maintenance**

**CLASS REQUEST - NEW**

Use this form to request the setup of a class. The effective date for a class is April 1 of the current fiscal year.

A class further identifies financial information within a program.

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

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

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| Class number  (5 characters starting with first 2 numbers of deptID) | Class name  (max. 30 characters) | The purpose of the information below is to assess the appropriateness of the request for a new class. | |
| Purpose | Anticipated annual dollar amount |
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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. |