**Chart of Accounts (COA) Maintenance**

**PROJECT (OPERATING) REQUEST – NEW**

Use this form to request the setup of a project (operating). For the purpose of this process, project (operating) includes funds: F210, F100, F310, F551 and Exxxx.

A project is an activity designed to produce a specific outcome within a limited time span (3-5 years), defined resources and a defined scope.

All operating projects are setup with the following project costing ChartField default values:

* project costing business unit is UOFAB
* activity ID is DFLT

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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| Project number  (10 - 15 characters; starting with the first 2 numbers of the deptID) | Project name  (max. 30 characters**)** | Project holder | | | Start date  (mm/dd/yyyy) | End date  (mm/dd/yyyy) | Purpose  (This information is provided to assess the appropriateness of the request for a new project.) |
| Employee name | Employee ID  (For PS setup) | Position name |
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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. |