**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. |