

The University of Oklahoma
Application to Establish a Chartfield Attribute Value

1) General Information

College/Admin Area: _____
Dept./Center Name: _____
OU Contact Name: _____ Phone: _____
OU Contact e-Mail Address: _____
Manager / Sponsor (Responsible Party): _____

2) New Org (Example AAA00000): _____

1. Name/Description (30 Characters): _____
2. Justification for New Org: _____

3) New Entity (Example A0000): _____

1. Name/Description - must be person's name (30 Characters): _____

4) New Source (Example AAA00000)

a) Optional: _____

1. Name/Description (30 Characters): _____
2. Justification for New Source: _____

b) AX, EC, SC or SU (to be assigned by Financial Services): _____

1. Name/Description (30 Characters): _____
2. Justification for New Source: _____
3. Financial Org: _____

5) New Purpose (Example AA000000): _____

1. Name/Description (30 Characters): _____
2. Justification for New Purpose: _____

6) New Project (Capital Projects use only): _____

1. Name/Description (30 Characters): _____
2. Justification for New Project: _____

5) Signatures:

Departmental Approval:

Dean's Office Approval:

Financial Services Approval:
