Cal Poly Pomona Budget Services
Dept. Id and Class Chartfield Request Form

Requested by (Name): _____ Date: _____

Department: _____ Division: _____

Purpose for request:_____

_____

_____

_____

Chartfield:

New Dept/ Class Name: _____

Dept: ☐
- New ☐
- Reclass* ☐
  *For dept reorganization please attach organization chart

Class: ☐
- Capital Project ☐
- Ongoing Project ☐
- Fee Revenue ☐
- Other: _____ ☐

Fund affected:

General	☐	Continuing Education	☐	
Capital Outlay	☐	Lottery	☐	
Housing	☐	Parking	☐	
Reimbursed	☐	Other _____	☐	

Source of Funds:
- Cash Posting Order ☐
- Existing Resources ☐
- Other _____ ☐

Accounts affected: (check all that apply)

Operating Expense & Equipment ☐   Salaries and Wages* ☐

*if selected, attach a list of positions to be moved

Please provide distribution information for financial reporting purposes (Name and title only):

1. _____

2. _____

3. _____

Tree Management (Please refer to the Tableau Finance Department Tree dashboard):

Director Tree Level: _____ Date: _____

AVP/Dean Tree Level: _____ Date: _____

For Budget and Financial Reporting Use ONLY

Accounting: _____ Date: _____

Budget: _____ Date: _____

Effective Date: _____

New Dept. Id: _____   New Class: _____

Added to tree: _____

Change or add HR Account Code on DBT: _____   CDIP: _____

☐ Undesignated
☐ Designated
☐ Fee Revenue

Distribution: Please send original copy to Budget Services. Budget Services will inform the originating department with the new chartfield information.   *Rev. 2/2022 F-3814-00*