

Please Send To Controller's Office at:



Mail to:
Box 10720

OR



Fax to:
Ext. 5143

OR



Email to:
financialreports
@selu.edu

Date Requested: _____

Requested by: _____

Extension: _____

BU Manager Signature: _____

For more information, contact **Lori Gray** at extension **3754**

Please Mark an "X" by all that Apply

<input type="checkbox"/> Create New Budget Unit	<input type="checkbox"/> Update Budget Unit	<input type="checkbox"/> Inactivate
<input type="checkbox"/> Create New Project	<input type="checkbox"/> Update Project	<input type="checkbox"/> Other - If Other Explain: _____
<input type="checkbox"/> Create New TA	<input type="checkbox"/> Update TA	_____

Budget Unit Name	_____	Budget Unit Number	_____
Home Department Name	_____	Home Department No.	_____
Budget Unit Manager	_____	BU Manager W Number	_____
Project Name	_____	Project Number	_____
Project Start Date	_____	Project End Date	_____
Fund	_____	Setup for P-Card/Works	_____
Program	_____	Setup for Payroll	_____
Class	_____		
TA Division	_____		
TA Sub Division	_____		
TA Budget Unit Head	_____	TA Budget Unit Head W #	_____
TA Department Head	_____	TA Department Head W #	_____

For PeopleSoft Analyst Use Only

<input type="checkbox"/> Budget Unit	<input type="checkbox"/> TA Department	<input type="checkbox"/> Notify 3rd Party Systems
<input type="checkbox"/> Project	<input type="checkbox"/> Tree Manager	<input type="checkbox"/> Notify Controller's Office
<input type="checkbox"/> SpeedType/Charts	<input type="checkbox"/> HR Combo Table	<input type="checkbox"/> Notify Budget Unit Mgr
<input type="checkbox"/> Build Combination Data		