

CSU Department / Project Action Form

Requestor Name: _____	Date: _____
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Requesting: (select one)	
<input type="checkbox"/> New Department in Finance Only	<input type="checkbox"/> Inactivate Department
<input type="checkbox"/> New Department Human Resources Only	Dept Name: _____
<input type="checkbox"/> New Department Both Finance & Human Resources	Dept Number: _____
<input type="checkbox"/> Name Change (Current Name) _____	<input type="checkbox"/> I have attached a CSU Department Inactivation Form
New Project in Finance Only _____	

Will the department have employees? <input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> Faculty	<input type="checkbox"/> Fulltime	<input type="checkbox"/> Part-time
	<input type="checkbox"/> Staff	<input type="checkbox"/> Fulltime	<input type="checkbox"/> Part-time
	<input type="checkbox"/> Students	<input type="checkbox"/> Fulltime	<input type="checkbox"/> Part-time
	<input type="checkbox"/> Grad Assistants	<input type="checkbox"/> Fulltime	<input type="checkbox"/> Part-time

Effective date of change: _____

Please provide the following Information:

VP Area:	Dean/Division:	
Department Name Finance:	Department Name Human Resources:	
Department Number:	Program: (Select One)	<input type="checkbox"/> 50 Institutional Support <input type="checkbox"/> 60 Plant <input type="checkbox"/> 70 Scholarship & Fellowships <input type="checkbox"/> 80 Auxiliary Enterprises
Fund: (Select One) Plant Only	<input type="checkbox"/> 01 Instruction & Dept Research <input type="checkbox"/> 10 Research <input type="checkbox"/> 20 Public Service <input type="checkbox"/> 30 Academic Support <input type="checkbox"/> 40 Student Services	
0010 0011 0110 0111 (0710 0720)		
Project Name:		
Project End Date: _____		

Reason for Request: (Be specific and include whether this will be ongoing or a one-time event)
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How will this be funded? (attach budget transfer form)
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Fiscal Officer Signature: _____ **Date:** _____

Internal Use only:

Submit this form to the **Budget Office**
(Electronic Signature accepted or print and sign hard copy)