REQUEST FOR CHARTFIELD ACTION - PROGRAM

Effective Date

M	M	D	D	Y	Y	Y	Y

Action Requested

☐ Inactivate Existing Program

☐ Create New Program - Leave Program field blank.

☐ Change Program Manager/Program Name

Business Unit [   ]

Program [   ] *Initiator to leave this field blank on requests for new Programs.*

Short Description [   ]

Program Manager [   ]

Long Description [   ]

NACUBO Expense Function

☐ Instruction   ☐ Academic Support   ☐ Physical Plant

☐ Research   ☐ Student Services   ☐ Scholarships & Fellowships

☐ Public Service   ☐ Institutional Support   ☐ Auxiliary Enterprises

	Signature	Last Name,First Name	Department	Date
Initiator				
Manager				

Accounting Approval: [   ]

Budget Office Approval: [   ]

Program entered by: [   ]

Reporting Tree Review

PROGRAM

ADMIN_EXCLUDE	☐ Confirmed	☐ Modified	by [ ]
NACUBO_FUNCTION	☐ Confirmed	☐ Modified	by [ ]
NCAA_PROGRAMS	☐ Confirmed	☐ Modified	by [ ]

PROGRAM DETAIL

| EOC | ☐ Confirmed | ☐ Modified | by [   ] |
| INT_BEARING_PROGS | ☐ Confirmed | ☐ Modified | by [   ] |

Route completed form by email to the appropriate College/Division Administrator, who should forward by email to the Budget Office uhbudget@uh.edu

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