TEXAS WOMAN'S UNIVERSITY

CHART STRING REQUEST FORM

INSTRUCTIONS

REQUESTOR INFORMATION

The Requestor must provide their name, title, email, and phone number.

ACCOUNT REQUEST

Effective Date: Date in which a new account will be activated.

Department: Provide the department for the requested account.

Fund Type: Select one of the categories to indicate the source of financial resources and the nature of activities financed. If Fund Type is unknown or the needed Fund Type is not listed, select "Other."

Expenditure Type(s): Select which expenditure types are needed for the chart string.

Description, Justification: Include the purpose of the request, such as the suggested account number, funding source, etc. Attach any other relevant documentation when submitting the completed form through an Oracle Cloud ticket.

SIGNATURE

Complete the name, signature, and signature date for the Requestor Supervisor.

TEXAS WOMAN'S UNIVERSITY

CHART STRING REQUEST FORM

REQUESTOR INFORMATION

Name: _____ **Title:** _____

Email: _____ **Phone:** _____

CHART STRING REQUEST

Effective Date: _____

Department: _____

Fund Type: Select One

Parent Account(s):

- ☐ CAP02
- ☐ MAOPR
- ☐ TRAVL
- ☐ SCHOL
- ☐ OTOPR
- ☐ FACUL
- ☐ STAFF
- ☐ PTFCY
- ☐ WAGES
- ☐ PRCST

Description/ Justification: _____

SIGNATURE

Requestor Supervisor

_____ _____ _____

Name *Signature* *Date*

SUBMIT FORM VIA AN ORACLE CLOUD TICKET

FINANCE & ADMINISTRATION USE ONLY

Financial Services

_____ _____ _____

Name *Signature* *Date*

Budget & Financial Planning

_____ _____ _____

Name *Signature* *Date*

Chart String Name: _____

Oracle Cloud Chart String: _____

Financial Aid Award Code: _____

Colleague Account #: _____ **Colleague Object Code:** _____

Entered By: _____ **Date Entered:** _____