Request for PeopleSoft Operating Unit Code - Funds 11, 12, 13, 15

Add: ☐   Change: ☐   *(fill in operating unit code below and only the data to be changed)*

Operating Unit Code (8): _____   Effective Date: _____

Description (30): _____   Start Date (optional): _____

End Date (optional): _____

Manager Name: _____   NET ID: _____

Contact Name: _____   NET ID: _____

Long Description:

Purpose:

Operating Unit Attributes

Fund (2)	Program (4) (assigned by FS)	Dept Id (4)	Department Description

Is the operating unit for a student club?   Yes ☐   No ☐

If the operating unit is for a student club has it been properly approved, chartered, and set up via the University's process at clubs.byu.edu?

Yes ☐

Requested by: _____   Date: _____
(optional)

Controller approval: _____   Date: _____
(required)

Please submit this form electronically to your Financial Services University Accountant

Financial Services Use Only

Operating Unit setup - attributes assigned and verified:

Completed: _____   Date: _____
(required)

Other comments: