Carnegie Mellon University
Finance Division

Function Request/Change Form

Purpose of This Form: To change or request a new Function for the Oracle Chart of Accounts.

Requestor Information

Requestor's name: _____   Phone: _____

Email: _____   Date: _____

Department: _____

Function Information

Purpose of request: _____

Name of function: _____

Number for the function: _____

Description and purpose of function:

[   ]

Provide name and number of the organizations the function will be used with (separate using semi-colon):

[   ]

Authorization

Department Business Manager (cannot be requestor)	Signature: _____	Date _____
Director of Student Services	Signature: _____	Date _____
Senior Director, Sponsored Projects and Cost Analysis	Signature: _____	Date _____
Senior Director, International Finance *(only if function is used internationally)*	Signature: _____	Date _____
Senior Director, Accounting and Financial Reporting	Signature: _____	Date _____

Finance Division Use

Processed by: _____   Date: _____

Submit completed form to orclhelp@andrew.cmu.edu. You will receive an email when your request is completed.

Updated by Accounting: 12.12.2023