

Purpose of This Form: The purpose of this form is to change or request a new Entity for the Oracle Chart of Accounts.

Requestor Information

Requestor's name: _____ Phone: _____
Email: _____ Date: _____
Department: _____

Entity Information

Purpose of request: _____ Ledger: _____

Name of entity: _____

Number for the entity: _____

Description and purpose of entity:

Provide name and number of the organizations the entity will be used with (separate entries with multiple entries with semi-colon):

List the Purchase Order Checkpoint Approvers:

Name (1): _____ Name (4): _____
Name (2): _____ Name (5): _____
Name (3): _____ Name (6): _____

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 **Signature:** _____ **Date** _____
*(only if function is used internationally)

Senior Director, Accounting and Financial Reporting **Signature:** _____ **Date** _____

**External Reporting Parent: _____

Finance Division Use

AP Reporting Entity
Value & Description: _____
Processed by: _____ Date: _____

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