

ChartField Maintenance Registration Form



NORTHWESTERN
UNIVERSITY

Department:

DeptID:

Request

Date:

Requestor:

Phone:

Email:

Overview:

ChartField maintenance is the activity of managing the structure of the Chart of Accounts and establishing valid values used to record financial transactions. This registration form gives designated school or unit personnel the authority to submit ChartField changes to the Controller's Office. A Dean or Senior Administrator's approval is required to register. Subsequent submissions from a registered individual are assumed to be approved by their management area.

The NUFinancials users at all levels of the organization are charged with responsibility for ensuring that prescribed guidelines and policies are followed when conducting business at the University. The policies outlined in Standards for Business Conduct, include confidentiality of University financial data, proper accounting and use of University assets, in addition to policies on purchasing, travel and entertainment, and other business activities.

By submitting this request, the user and approver affirm that they are aware of and will comply with University business guidelines and policies referenced in the Standards for Business Conduct and all other applicable policies. The user acknowledges that they are subject to monitoring and auditing without prior notification and that their registration may be changed or revoked at any time. The Standards of Business Conduct are available for review at <http://www.northwestern.edu/auditing/how/standards.pdf>.

Signature

Date

Area Approval

Name (Print)

Signature

Date

Dean, VP or Designee