

## Requesting a New Gift Project

Using the NUFinancials Financial Structure Request tool allows anyone with access to NUFinancials to request a new ChartField value or any update to an old value. Please reference the Financial Structure Maintenance [website](#) and guides for any questions in regards to using the Financial Structure Request tool in NUFinancials. Any questions can be sent to our [Financial Structure Maintenance](#) team.

Requests for gift Project IDs require additional support to ensure proper ChartField set-up:

- Gift Project ID requests should be accompanied by support showing receipt of the gift, such as an image of the check, the gift transmittal form, the gift receipt number (via CATracks), or indication that set-up is to facilitate an online giving cart. Including this information with the initial Financial Structure Request form will help Financial Structure Maintenance complete Project ID requests. For questions on special considerations and gifts that do not have cash in hand, please contact [Gift Update](#).
- When possible, please include the gift agreement and/or other forms of background information outlining the terms of the gift's use. This helps Financial Structure Maintenance determine the appropriateness of the Class and Purpose attributes assigned to the new Project ID.

Please note the following recommendations:

- If the initial gift amount is less than \$10,000, please review your area's current pool of gift Project IDs to determine if an existing account would be a reasonable alternative, including comparable expected use (i.e. purpose). Best practice is that the gifts be redirected to an existing gift Project ID with similar purpose unless there is an expectation of multiple or future contributions. For questions on special considerations, please contact [Gift Update](#).

## New NUFinancials Financial Structure Request Workflow



## Key Contacts

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