

**PeopleSoft  
Create/Update Budget Unit  
Form**

*Please Send To PeopleSoft at:*



SLU 10725 or



Fax to x 3315

*For more information, contact extension 3244*

Date Requested: \_\_\_\_\_

Requested by: \_\_\_\_\_

Ext. \_\_\_\_\_

*Please Mark an "X" by all that Apply*

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> Create New Budget Unit | <input type="checkbox"/> Update Budget Unit | <input type="checkbox"/> Inactivate                      |
| <input type="checkbox"/> Create New Project     | <input type="checkbox"/> Update Project     | <input type="checkbox"/> Other - If Other Explain: _____ |
| <input type="checkbox"/> Create New TA          | <input type="checkbox"/> Update TA          | _____  |

Home Department Name	_____	Home Department No.	_____
Budget Unit Name	_____	Budget Unit Number	_____
Budget Unit Manager	_____	BU Manager W Number	_____
Project Name	_____	Project Number	_____
Project Start Date	_____	Project End Date	_____
Fund	_____	Setup for P-Card/Works	_____
Program	_____	Setup for Payroll	_____
Class	_____		
TA Department Name	_____	TA Department Number	_____
TA Division	_____		
TA Sub Division	_____		
TA Budget Unit Head	_____	TA Budget Unit Head W #	_____
TA Department Head	_____	TA Department Head W #	_____

***For PeopleSoft Analyst Use Only***

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> Budget Unit   | <input type="checkbox"/> Commitment Control         | <input type="checkbox"/> Workflow Approvals   |
| <input type="checkbox"/> Project       | <input type="checkbox"/> Tree Manager               | <input type="checkbox"/> Requester Ship-To's  |
| <input type="checkbox"/> SpeedType     | <input type="checkbox"/> HR Combo Table             | <input type="checkbox"/> Preference Ship-To's |
| <input type="checkbox"/> SpeedChart    | <input type="checkbox"/> Notify 3rd Party Systems   | <input type="checkbox"/> Works                |
| <input type="checkbox"/> TA Department | <input type="checkbox"/> Notify Controller's Office |   |