

REQUEST/REVISE BANNER FOAPAL ELEMENT

Instructions: Supervisors, please send the completed form to the Office of Budget and Financial Analysis. Direct all questions to accounting@umw.edu.

New FOAPAL Element Request. Requests for new Organization (Org) codes require the name of the responsible VP		
Element	Description Requested	List users who should be notified of this request and responsible VP for new Organization code requests.

Reason for Request- Include all relevant information (i.e. capital project number, grantor, grant number, full faculty name, etc.) and include supporting documentation as an email attachment.

FOAPAL Element Change Request

Element	Current Number	Current Description	Requested New Description	Inactivate this Element

Requestor's Signature

Supervisor's Signature

Budget and Financial Analysis

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Accounting Use Only

Element	Number Assigned	Predecessor	Description	Date Entered, Name, Instance
Fund				
Org				
Account				
Program				
Activity				
Location				
Grant Code		Cardinal Project		
Attribute Code				
WORKS				

Finance Approval