

Georgia Regents University

PROJECT

Chart of Account(s)

Maintenance Request Form

Add ☐

Change ☐

Inactivate ☐

Effective Date: _____

Project _____ (if required)

Description: _____

Start Date: _____ **End Date:** _____

Overall Project Amount: _____

Contact Information:

Name: _____

Bldg/Rm#: _____

Phone Ext: _____

Requested by: _____ **Date:** _____

Reason for Request: _____

-----For Administrative Use Only-----

Entered Into PeopleSoft Financials: ☐ _____ **Date:** _____