



BOWIE STATE UNIVERSITY REQUEST FOR NEW DEPARTMENT I.D.

SELECT TYPE:

<input type="checkbox"/> State-Supported	<input type="checkbox"/> Auxiliary
<input type="checkbox"/> Restricted	<input type="checkbox"/> Agency

OLD DEPT ID:

(Use this block if requesting to change an existing DEPT ID#)

BRIEF DESCRIPTION/PURPOSE OF DEPARTMENT ID ACTIVITY:

GRANT AWARD #:

GRANT PERIOD:

REQUIRED SIGNATURES:

Responsible Person/PI (PEOPLE SOFT APPROVER)	DATE
Department Head (If Different From Responsible Person)	DATE
Division Head/VP	DATE
Grants Accountant (Fund 43 Only)	DATE

ACCOUNTING USE ONLY:

ENTERED BY:

JOURNAL #

DATE ENTERED;

ACCOUNTING USE ONLY:

Fund	PROG	SUB-PRG	DEPART I.D.	PROJECT NUMBER	BUDGET	PERIOD	DIVISION NAME	BUDGET PERIOD

FB-3
REVISED: 11/28/01

DISTRIBUTION:

- | | |
|---|--|
| <input type="checkbox"/> PRINT CENTER | <input type="checkbox"/> BUDGET OFFICE |
| <input type="checkbox"/> TELECOMMUNICATIONS | <input type="checkbox"/> OFFICE OF FEDERAL R&D |
| <input type="checkbox"/> | |

****UPDATE CHART OF ACCOUNTS IMMEDIATELY***

□ *BSU POST OFFICE*