

Checklist for Department ID Update/Change with No Payroll

Complete and attach this checklist to the Chartfield Request for 10 digit Department ID update/change requests that do NOT contain payroll. A checklist will need to be completed for each request.

In conjunction with the request for the update/change of this department id, the requestor must consider the need for each of the following listed Edison FSCM related items, and through use of the dropdown (YES or NA), indicate whether action (for example the submission of a form or interagency notification) will be required following department id update/change. This consideration may require communication and collaboration with other responsible/impacted staff within the requestor's agency.

For items requiring the submission of an add or change form, submission should not be attempted until the requestor has received notification of department id establishment.

Department ID

Speedchart Requests including cashiering (Add/Change) (To Division of Accounts)

New or updated Agency User Security Authorization forms

Updates to any grants or projects

Notification to billing agencies for any new speedcharts updates (See Edison FSCM *Multi-Unit Journal Support and Contact Information*)

PRINTED NAME AND TITLE OF EMPLOYEE COMPLETING CHECKLIST

SIGNATURE OF EMPLOYEE COMPLETING CHECKLIST

By signing below, I certify that I have reviewed all items above and the Agency is committed to immediately take necessary action following confirmation that the department ID request has been processed.

SIGNATURE OF CONTROLLER/FISCAL OFFICER