



## COA Request Form – New Designation

### Requestor Information (Advancement, Budget, or Business Officer)

Name \_\_\_\_\_  
Unit/Division \_\_\_\_\_ Phone \_\_\_\_\_  
Email \_\_\_\_\_

### Description

*Note: Gift-related designations must be requested by Advancement*

Designation Type \_\_\_\_\_  
Preferred Name \_\_\_\_\_  
Owning Dept. \_\_\_\_\_  
Business Case \_\_\_\_\_

### COA Values (provided by Financial Services)

Designation Value \_\_\_\_\_  
Default Fund \_\_\_\_\_  
Default Purpose \_\_\_\_\_  
Vision Identifier \_\_\_\_\_

#### *Review:*

The COA Governance Committee has reviewed the request for conformity with the University's Chart of Accounts Governance Policy and  approves  denies the requested change.

\_\_\_\_\_  
COA Governance Committee Chair or delegate