Compass Program or Event Modification Request Form

Please submit the completed form to compass.support@emory.edu with the subject line, "CHARTFIELD REQUEST."

Requestor Name

Requestor Phone Number

Requestor Email

Approver by (Operating Unit FO/Business Officer)

Approver Phone Number

Approver Email

List the email addresses if additional individuals should be notified:

Description Modification Requested for the following Chartfield Values:

Program Code

Event Code

Reason for Request (REQUIRED):

Current Chartfield Description (REQUIRED):

Long Description (limit 30 characters)

Short Description (limit 10 characters)

New Chartfield Description (REQUIRED):

Long Description (limit 30 characters)

Short Description (limit 10 characters)

DATE: