

Office of Budget and Planning

New Project Request Form

This form should be completed by the Business Manager only.

Description: This form is for NEW project requests. If you need to update an existing department/ project, fill out the Department/Project Change Request form. If you need to create a new department or change a department name, fill out the New Department Request form.

Be sure the Department/Project approver has PeopleSoft Approver access prior to filling out this form.

Start Date:	End Date:	Fiscal Year:

Chartstring Information:

Fund	Department	Program	Class

New Project Information: List the New Project Information.

Project Budget Amount (enter \$0 if you are using transfers only):				
Division Prefi	x:			
Proposed Pro	ject Name:			
New Project Manager:	Name:			
	Employee	ID#:		
	NetID:			

Documentation: Add all supporting information/documentation. Include all prior approval(s) as an attachment.

Is this Project related to research? (Program 12100)

Will there need to be a combo code associated with this Project?

Will expenses for this department include the purchase or serving of alcohol? *if yes, please create a <u>ServiceNow ticket</u> for Financial Compliance approval.

Purpose of New Project:



Office of Budget and Planning

Source of Funding (attach detailed budget or budget amendment):

*Note: If the project budget is more than \$0, please provide a budget amendment detailing the budget amounts. The project budget amendment form can be found on the Budget & Planning website.

	Approval Si	gnatures	
Doc	ument must be digitally	signed through DocuSign.	
Business Manager:	Name:	Name:	
Signature:		Date:	
Director/Department H	ead: Name:		
Signature:		Date:	

Before you submit:

• Ensure that the employee has PeopleSoft Financials access before being granted permissions as a budget manager or business manager.

Please save the approved form as a PDF and send it as an attachment to <u>budget@kennesaw.edu</u> with the subject *New Project Request Form*.