

## To Create a New Project:

### 1. Enter Appropriate Dates and Select Fiscal Year

- a. Start/End Date: Enter the Start date and End date with MM/DD/YYYY format
- b. Fiscal Year: Select the fiscal year from drop down menu

Start Date:	<input type="text"/>	End Date:	<input type="text"/>	Fiscal Year:	-Select One-
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### 2. Complete Chart String information

Chartstring Information:			
Fund	Department	Program	Class
10500	1015000	121000	11000

### 3. New Project Information: Provide requested Department Name

- a. Project Budget Amount: Enter Budget Amount. If you are only doing transfers for funding, enter "\$0"
- b. Division Prefix: Select Division from drop down
- c. Proposed Project Name: Enter Proposed Project Name
- d. New Project Manager: Enter Name, Employee ID, NetID

New Project Information: List the <u>New</u> Project Information.	
Project Budget Amount (enter \$0 if you are using transfers only):	\$10,000
Division Prefix:	EDU: Bagwell College of Education
Proposed Project Name:	Learn and Grow
New Project Manager:	Name: Elizabeth Smith
	Employee ID#: 001234567
	NetID: emsmith122

### 4. Documentation

- a. Is this Project related to research? (Program 12100) Select Yes or No
- b. Is a combo code needed? Select Yes or No
- c. Will alcohol be purchased or served? Select Yes or No
  - i. If yes, please create a ServiceNow ticket for Financial Compliance approval
- d. Purpose of New Project: List expected expenses such as travel, supplies, etc.

Documentation: Add all supporting information/documentation. Include all prior approval(s) as an attachment.	
Is this Project related to research? (Program 12100)	-Select One-
Will there need to be a combo code associated with this Project?	-Select One-
Will expenses for this department include the purchase or serving of alcohol? <small>*if yes, please create a <a href="#">ServiceNow ticket</a> for Financial Compliance approval.</small>	-Select One-
Purpose of New Project:	
Tracking for expenses, supplies	

5. Source of Funding

- a. 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.

Source of Funding ( <i>attach detailed budget or budget amendment</i> ):

6. Approval Signatures

- a. Requests MUST be digitally signed, and dated by Business Manager, Director/Department Head through DocuSign.

Approval Signatures		
<u>Document must be digitally signed through DocuSign.</u>		
<b>Business Manager:</b>	<b>Name:</b>	
<b>Signature:</b>		<b>Date:</b>
<b>Director/Department Head:</b>	<b>Name:</b>	
<b>Signature:</b>		<b>Date:</b>

7. Submitting request

- a. Ensure that the employee has PeopleSoft Financials access before being granted permissions as a budget manager or business manager.
- b. Please save the approved form as a PDF and send it as an attachment to [budget@kennesaw.edu](mailto:budget@kennesaw.edu) with the subject New Project Request Form.