



BOWIE STATE UNIVERSITY REQUEST FOR NEW DEPARTMENT I.D.

SELECT TYPE:

☐ State-Supported	☐ Auxiliary
☐ Restricted	☐ Agency

OLD DEPT ID:

(Use this block if requesting to change an existing DEPT ID#)

BRIEF DESCRIPTION/PURPOSE OF DEPARTMENT ID ACTIVITY:

GRANT AWARD #:

GRANT PERIOD:

REQUIRED SIGNATURES:

Responsible Person/PI (PEOPLE SOFT APPROVER)	DATE
Department Head (If Different From Responsible Person)	DATE
Division Head/VP	DATE
Grants Accountant (Fund 43 Only)	DATE

ACCOUNTING USE ONLY:

ENTERED BY:

JOURNAL #

DATE ENTERED;

ACCOUNTING USE ONLY:

Fund	PROG	SUB-PRG	DEPART	I.D.	PROJECT NUMBER	BUDGET	PERIOD	DIVISION NAME	BUDGET PERIOD

FB-3
REVISED: 11/28/01

DISTRIBUTION:

- | | |
|---|--|
| ☐ PRINT CENTER | ☐ BUDGET OFFICE |
| ☐ TELECOMMUNICATIONS | ☐ OFFICE OF FEDERAL R&D |
| ☐ | |

**UPDATE CHART OF
ACCOUNTS IMMEDIATELY*

	☐ <i>BSU POST OFFICE</i>	
--	---	--