University of Massachusetts President's Office

Speedtype Assigned:

Departmental Speedtype Add/Change Request Form

*****Use this form for adding, changes or inactivating any of the Departmental Speedtype used by the University*****

Request Type:

Addition   Change   Reactive   **Today's Date** (mm/dd/yyyy):

Requestor:

Effective Date (mm/dd/yyyy):   **Status:**   Active   Inactive

Description (30 Char Limit):

Manager Name: **Manager Employee ID:**

Purpose of Request *(Please indicate whether you will need the ability to report on this one specific program or whether this is a high level reporting of funds. With the high level reporting, a non-sponsor project ID will not be assigned.)*:

Overall Project Amount:

Effective Date	Ledger Group	Account	Fund	Dept.	Budget	Comments

Program Code (A00-Instruction, B00-Research, C00-Public Service, F00-Institutional Support):

If unsure, explain what type of program is involved.

Class Code (5 Char Limit) – *Leave blank if requesting new value or enter existing value:*

Class Code Short Description (30 Char Limit) – *Enter if requesting new value:*

Is HR Account Required?   Yes   No

   Signatures:

         Approval 1:

         Approval 2:

                    Note: Signature not required if email by the department manager

*****All completed forms can be emailed to the Controller's Office at (CustomerRequests@umassp.edu)*****