

Attn: Gift & Foundation Accounting
9500 Gilman Drive, Mail Code 0940
La Jolla, CA 92093-0940

GIFT FUND CHART STRING

INSTRUCTIONS:

Provide a single chart string that all gift revenue will post to. If you don't have a project, please create one using PADUA.

Fund begins with A, B, D, E, F, H, N, P, T, or U: Do not provide a task or function. These funds only receive revenue on the UCSD ledger. Enter 000 for function and 0 for task.

Fund begins with M or R: task and function are required so credit card fees can be posted to both GL & PPM.

To avoid delays, ensure that the chart string matches the Project COA Lookup report. All requests must be submitted through Service Now as outlined below.

Date of Request

Entity #	<input type="text"/>	Entity Name	<input type="text"/>
Fund #	<input type="text"/>	Fund Name	<input type="text"/>
Financial Unit	<input type="text"/>	Financial Unit Name	<input type="text"/>
Function	<input type="text"/>		
Project	<input type="text"/>	Task	<input type="text"/>
Location	<input type="text"/>		

Form Prepared By:

Name	<input type="text"/>	Extension	<input type="text"/>
Email	<input type="text"/>		

Foundation Use Only

Processed by/Date: Chart string verified using project reports

Please save a copy of the form and attach it to a ServiceNow ticket at https://support.ucsd.edu/finance?id=sc_home
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