



## Compass Project or SpeedType Modification Request Form

Please submit the completed form to [compass.support@emory.edu](mailto:compass.support@emory.edu) with the subject line, "CHARTFIELD REQUEST."

**Requestor Name**

**Requestor Phone Number**

**Requestor Email**

**Approver by** (Operating Unit FO/Business Officer)

**Approver Phone Number**

**Approver Email**

*List the email addresses if additional individuals should be notified:*

### Description Modification Requested for the following Chartfield Values:

#### Project & Associated SpeedTypes

Project

SpeedType

SpeedType

#### SpeedTypes Only

SpeedType

SpeedType

### Reason for Request (REQUIRED):

### Current Chartfield Description (REQUIRED):

Long Description (limit 30 characters)

Short Description (limit 10 characters)



**New Chartfield Description (REQUIRED):**

Long Description (limit 30 characters)

Short Description (limit 10 characters)

**DATE:**

**SIGNATURE:**