

Process:	Project and Phased-Project Requests and Changes		
Contact:	Humanities and Social Sciences Financial Services	Last Revision Date:	05/12/2025

## Introduction:

Project numbers may be a 6-digit main segment (201xxx) or an 11-digit phased-project (201xxx-xxxxx), created to categorize activities within a project. For example, project 201001 might represent state-funded instructional activities, with project 201001-00202 reflecting state-funded graduate assistant instructional activities. Since each established project serves a specific purpose, please discuss desired changes with your Financial Services accountant.

## Submitting a Request for a new Project:

CHASS units initiate requests to establish a new project and CHASS Financial Services reviews the requests prior to submission to the university. Discuss all requests to establish new projects with your Financial Services accountant, which ensures that the correct documentation accompany submissions to the university.

## Submitting a Request for a Phased-Project:

CHASS units initiate requests to establish, inactivate, or modify a phased-project and CHASS Financial Services processes the request. CHASS will not establish phased-projects that replicate activities identified by account numbers, i.e. supply purchases, software purchases, print costs, etc. To initiate a request, please email your Financial Services accountant the following information:

- **Desired phased-project number.** Use Chartfield Inquiry to consider phased-projects established in the unit and maintain consistency.
- **A short-description name for the phased-project** that reflects what activities the phase will identify
- **A long-description name for the phased-project** that defines any acronyms used in the short-description and provides additional information.
- A phase end date, if the phase will be used for a limited time.

Multiple phase requests can be submitted by emailing a spreadsheet providing the information.

## Submitting a Request to change a project exemption(s) for food or alcohol purchases:

**Note: This does not apply to State funding sources.**

CHASS units initiate requests to modify food exemptions on a project and CHASS Financial Services works with the appropriate university staff to fully process requests. Requests for changes should be emailed to the unit's assigned Financial Services accountant, with an explanation of the change desired and how the change aligns with the project's purpose.

Each project has a code indicating whether food and alcohol purchases are allowable or reimbursable from the project. A WRS P1 report will reflect the food exemption in the header information:

**NC STATE UNIVERSITY** Wolfpack Report

Download to Excel Show/Hide Balance Sheet Show/Hide Accounts Show/Hide FTE/Future Add Personnel

682432 Exact? ☐ As of today

Project/

Description: CHASS Excellence Fund  
 Short Description: CHASS EXCELLENCE FUND  
 Program: General Academic Support (152)  
 Food & Entertainment: Food/Entertainment/Alcohol allowed. (5)  
 FAI Fund Type: Restricted Fund (regular) (E0)

Accounts	Description
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To check the code, follow the path Financial Systems> Financials Quick Nav>Project Maint & Inquiry, enter the Project ID, and select the desired project from the search results. Locate the Food & Entertainment heading: the number 2 indicates a food exemption; the number 5 indicates a food and alcohol exemption.

#### Additional References:

Chartfield Inquiry Help: [https://budget.ncsu.edu/nc\\_cf\\_inquiry\\_help.htm](https://budget.ncsu.edu/nc_cf_inquiry_help.htm)