



SmartKey Request



New Request

*Change Only (Smartkey or Cost Center)

SmartKey Number _____

SmartKey Name _____

*New Name _____

Notes: F = Fund B = Business Unit

Fund 12 –	Funds 41 & 45 – FFBxxxx	Trusts (Fund 7x) – 7Bxxxxx
Fund 12 exp FBxxx9x	1 key for Income/Expense	Each key needs its own zip
Fund 12 inc 1000Bxx	Zip can have multiple keys	

Business Unit:

0 – N/A
 1 – District Services
 2 – Districtwide
 3 – Grossmont
 4 – Cuyamaca

Fund # _____ Fund Name _____

Cost Center _____ (R INC CST_0002) New # Yes No

Cost Center Manager _____

*New Cost Center Manager _____

Program _____ New # Yes No

Zip (FFxxx) _____ New # Yes No

Cash Balancing Worktag (Funds 33, 34 & 7x) _____

Colleague object(s) if being used for faculty payroll _____

Notes _____

Requester _____ Date _____ Site BO _____ Date _____

District Business Office Use Only

District Approval _____ Date _____

Added to Workday by _____ Ref ID _____ Date _____ Added to Colleague by _____ Date _____

Additional steps or information:

- Add parts to log.
- Email Security Lead to add ref ID's and CC Mgr.

Corrections to Smartkeys:

- Correct Transactions.
- Correct Budget.
- Confirm no pending transactions.