

New Worktag Request Form

For Cost Centers, Gifts, Programs, and Projects



Date:		Phone Number:	
Contact Name:		Email:	
Department:			

Please provide a detailed description of the purpose for the new Worktag below:

Source of Funding:			
Permanent	Temporary	If Temporary - Start Date:	End Date:

Proposed Worktag Details

Worktag Name:	
Worktag Manager:	
Worktag Financial Analyst(s):	

Request Approved By	Department Head	Dean/Division Head	Division of Finance
Date:			
Name:			
Title:			
Signature:			

Louisiana Tech Division of Finance Use Only

Date Created in Workday:	_____	Created by:	_____
Worktag Type:	Cost Center Project	Program Grant*	Gift (*Division of Finance only)
Worktag Name	_____	Reference ID	_____
Related Worktags			
Fund	_____	Function	_____
Cost Center (if necessary)	_____	Hierarchies	_____
Assigned Roles			
Worktag Manager:	_____		
Worktag Financial Analyst(s):	_____		

- Send completed request to the Division of Finance for approval and further processing.
- Please attach any other relevant documentation to assist with creation of new Worktag.