Checksheet for Inactivating a Class

List all the chartfield string values for the Class you are inactivating

Fund______ Class _________ Dept. _________ OU ____________

List the effective date for inactivation of Class _________________

The following have been checked and validated for the Class requested to be inactivated:

• Encumbrances are removed from Class (no open PO’s, no salaries on Class)
• Pre-Encumbrances are removed from Class
• Budget is removed from Class
• Transactional activity not belonging on the Class has been removed
• No salaries are currently sourced on the Class
• There are no recurring charges against the class (i.e. telecommunication, copy charges, etc.)

By signing below, you are verifying that the above items have been checked and validated for the Class identified.

Prepared by: ______________________________
Department: ______________________________

Approved by: ______________________________
   Department Head/Manager