

Speedtype Update Request

Name of Requestor: _____ Campus Telephone: _____
 Email Address: _____ Date: _____
 Effective Date* _____

**Expenditures corrections will be processed by Grants Accounting as of the effective date provided.
 It's recommended to enter the first day of month to avoid prorating amounts for the partial month. Example: Speedtype change is effective 9/1/18.*

Speedtype: _____
 Project: _____
 Fund: _____
 Prior Department: _____ New Department: _____
 Prior Function: _____ New Function: _____

Reason for requested update: _____

BEFORE SUBMITTING TO GrantsAccounting@utrgv.edu: PLEASE READ BELOW
The SpeedType updates requested will not be updated until the steps below have been followed.

1. Request for speedtype updates will be accumulated and processed twice a week.
2. The cost centers/projects department should be advised to verify there are no POs pending in the workflow.
 If there are POs in the workflow, then the update will not be processed until the workflow is completed.
3. Departments should not to 'copy' carts in iShop which contain the old speedtype, as this will cause accounting issues.
 Going forward, only copy carts which reflect the new speedtype.
4. Once department confirms the workflow is clear, then the speedtype and speed chart will be updated.
5. Email notification will be sent to include specific action items for Planning & Analysis/Grants and Contracts, to update the budgets affected by the update.

Before the speed type changes can be made, encumbrances and POs should be cleared. Please check the boxes below confirming clearing of encumbrances and POs.

Please enter YES confirming clearing of POs in the workflow _____
 Please enter YES if all PO encumbrances with old speedtype have cleared _____

 Project Manager