

**Change to Established Activity  
Attribute (CEAA) Form**

This form is intended for changes to a single Activity in any fund in the general ledger. Anyone may submit the Change to Established Activity Attribute (CEAA) Form , provided it has been approved by the appropriate personnel.

**INSTRUCTIONS**

*Requestor:* Complete form and email it to the School/College/Major Area Financial Manager providing oversight of the Activity as identified in the Organizational Hierarchy reports available on [InformSU](#).

*School/College/Major Area (S/C/MA) Financial Manager:* Review, sign, and email form to [controller@seattleu.edu](mailto:controller@seattleu.edu). The Controller's Office strongly recommends that the appropriate Division Financial Manager be copied on the email.

*Questions?:* Contact the Controller's Office at [controller@seattleu.edu](mailto:controller@seattleu.edu).

**IDENTIFYING INFORMATION (as currently reflected in InformSU)**

Activity # (6 digits)  Activity Name:

**RATIONALE FOR REQUESTED CHANGES**

**REQUESTED CHANGES (please select all that apply)**

**Change Activity Name** Requested Name (30-character limit including punctuation and spaces) : \_\_\_\_\_

**Deactivate Activity String(s)** An Activity may be used for recording transactions in multiple fund numbers. Deactivation of an Activity string within a specific fund prevents future transactions from being posted to the Activity in that fund. Historical information will remain in the GL and be accessible via Colleague and [InformSU](#).

Fund	Loc.	Func.	Activity	Activity Name
<input type="text"/>	- 0	- <input type="text"/>	- <input type="text"/>	<input type="text"/>
<input type="text"/>	- 0	- <input type="text"/>	- <input type="text"/>	<input type="text"/>
<input type="text"/>	- 0	- <input type="text"/>	- <input type="text"/>	<input type="text"/>
<input type="text"/>	- 0	- <input type="text"/>	- <input type="text"/>	<input type="text"/>
<input type="text"/>	- 0	- <input type="text"/>	- <input type="text"/>	<input type="text"/>

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**Request  
Additional  
InformSU  
Access**

Administrators and Financial Managers at all levels of the Organizational Hierarchy (OH) are granted viewing access to Activity strings within their span of oversight. Provide the SU e-mail addresses for users who are not designated in the OH, but should be granted InformSU access for this Activity.

User #1 - Email address @seattleu.edu

User #2 - Email address @seattleu.edu

User #3 - Email address @seattleu.edu

User #4 - Email address @seattleu.edu

**APPROVALS**

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**Requestor**

*First and Last Name*

*Date*

**S/C/MA Financial Manager**

*Electronic Signature*

*Date*

**OFFICIAL USE ONLY**

*Approval, Finc. & Info. Systems Sr. Analyst*

*Date*

Email:

Requester & S/C/MA

S/C/MA Financial Manager

UBO