ARC Chartstring Information - ID Center Office

Name
UNI

Business Unit		**Required**
Department		**Required**
PC Business Unit		**Required**
Project		**Required**
Activity		**Optional**
Initiative	00000	**Needs to be provided; otherwise will default to undefined**
Segment	00000000	
Site		**Optional**
Fund		**Required**
Function		**Optional**
Account		**Not Needed**

If your department will be paying via ARC chart string, the department should complete the above information and add it to departmental letterhead.

Bring the completed form on letterhead with you to the ID Center.