**Department Position Funding**

Use this form to enter department- or position-level funding into Cardinal. Only one funding source is required; for split funding, utilize the “Funding Source 2” and “Funding Source 3” areas of the form and ensure that the distribution percentages add up to 100. You are not limited to 3 sources. Fields with an asterisk (\*) are required. For assistance filling out this form, reach out to your HR Administrator or refer to the HR351 Position Chartfield Assignment Update job aid on the Cardinal website at: [www.cardinalproject.virginia.gov/job-aids](http://www.cardinalproject.virginia.gov/job-aids).

Prior to submitting, verify the information being provided is compliant with existing Commonwealth and/or agency policies.  If further assistance is required, please open a Cardinal Helpdesk ticket by emailing the VITA Customer Care Center at [vccc@vita.virginia.gov](mailto:vccc@vita.virginia.gov) with "Cardinal" in the subject line.

*Please print legibly to prevent delay in processing.*

|  |  |
| --- | --- |
| **Dept Budget Table USA** | |
| SetID\*  *Agency Number + 2 zeros* |  |
| Department\*  *Max 10 digits* |  |
| Fiscal Year\* |  |
| Budget Level\*  Choose one | Department  Position |
| Position Number  *Required if Budget Level = Position* |  |
| **Dept Budget Earnings** | |
| Effective Date\* (of the new/changed funding distribution within the FY)  (MM/DD/YYYY) |  |
| Status of Effective Date\*  Choose one | Active  Inactive |
| Date Entered  (MM/DD/YYYY) |  |
|  |  |
|  |  |
| **Funding Source 1** *(Required)* | |
| Sequence Number | 1 |
| Distribution %  (##.#) |  |
| Fund\* |  |
| Program\*  *Max of 10 digits* |  |
| Department\*  *Max of 10 digits* |  |
| Cost Center |  |
| Task |  |
| FIPS |  |
| Asset |  |
| Agency Use 1 |  |
| Agency Use 2 |  |
| PC Business Unit |  |
| Project |  |
| Activity |  |
| Source Type  *For Future Use* |  |
| Category  *For Future Use* |  |
| Subcategory  *For Future Use* |  |
| Affiliate  *For Future Use* |  |
| Fund Affiliate  *For Future Use* |  |
| **Funding Source 2** *(Optional)* | |
| Sequence Number | 1 |
| Distribution % |  |
| Fund\* |  |
| Program\*  *Max of 10 digits* |  |
| Department\*  *Max of 10 digits* |  |
| Cost Center |  |
| Task |  |
| FIPS |  |
| Asset |  |
| Agency Use 1 |  |
| Agency Use 2 |  |
| PC Business Unit |  |
| Project |  |
| Activity |  |
| Source Type  *For Future Use* |  |
| Category  *For Future Use* |  |
| Subcategory  *For Future Use* |  |
| Affiliate  *For Future Use* |  |
| Fund Affiliate  *For Future Use* |  |
| **Funding Source 3** *(Optional)* | |
| Sequence Number | 1 |
| Distribution % |  |
| Fund\* |  |
| Program\*  *Max of 10 digits* |  |
| Department\*  *Max of 10 digits* |  |
| Cost Center |  |
| Task |  |
| FIPS |  |
| Asset |  |
| Agency Use 1 |  |
| Agency Use 2 |  |
| PC Business Unit |  |
| Project |  |
| Activity |  |
| Source Type  *For Future Use* |  |
| Category  *For Future Use* |  |
| Subcategory  *For Future Use* |  |
| Affiliate  *For Future Use* |  |
| Fund Affiliate  *For Future Use* |  |