

Department ActiviTV (Digital Signage) Request

Name \* \_\_\_\_\_  
Department \* \_\_\_\_\_  
Billing Address \* \_\_\_\_\_  
Phone Number \* \_\_\_\_\_  
Email \* \_\_\_\_\_

Chartfield String Information

Prior to submitting this request, we recommend checking your chartfield information in the University tracker tool, <http://ccinfo.unc.edu/finance/chartfield-checker>, to ensure the information submitted is valid and that we are able to proceed with your project.

Finance Contact \* \_\_\_\_\_  
Finance Contact Phone Number \* \_\_\_\_\_  
Business Unit \* \_\_\_\_\_  
Fund \* \_\_\_\_\_  
Source \* \_\_\_\_\_  
Account \* \_\_\_\_\_  
Department ID \* \_\_\_\_\_  
Cost Code 1 \_\_\_\_\_  
Cost Code 2 \_\_\_\_\_  
Cost Code 3 \_\_\_\_\_

Run Start Date \*

Apr	?	5	?	2020	?
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Run End Date \*

Apr	?	6	?	2020	?
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Description \*

\_\_\_\_\_

Upload Files

Note: To prevent distorted ad images, all required pixel sizes are: 1920(w) x 1080(h), must have 72 DPI resolution, and max 80mb. If you request CCS to resize your ad, a \$15 - \$25 resize fee will be charged.

Upload File(s)

\_\_\_\_\_

**Source URL:** <https://carolinaunion.unc.edu/departments/communications-creative-services/design-request-forms/department-activitv-digital>

Chos