RESET

FORM: PGM-23

REV. 03/13/00

STATE OF IDAHO - STARS

PROGRAM STRUCTURE MAINTENANCE FORM

AGENCY NAME	AGENCY CODE	CONTACT NAME	PHONE #	DATE

INSTRUCTIONS:

- Table ID Number – Enter the two-digit table ID number you are setting up. (EXAMPLE: 15 to set up a Function, 16 to set up an Activity, 17 to set up a Program, and 18 to set up an Element.) Also refer to Agency Classification Structure documentation.
- Fill out the information only to the field you are setting up. (EXAMPLE: If you are setting up an Activity, enter the table ID number, the agency code, the Function, and the Activity.)
- Before you can set up a structure, you must have the heirarchy before it set up. (EXAMPLE: To set up a Program, you must have the Function and Activity set up.)

TABLE ID NO	AGENCY CODE	FUNCTION (table 15)	ACTIVITY (table 16)	PROGRAM (table 17)	ELEMENT (table 18)	TITLE
2-digit	3-digit	2-digit	2-digit	3-digit	3-digit	Up to 50 characters

NOTE: If you are only adding a Program or Element, DFM does not have to approve this form. You can send it directly to SCO.

AGENCY APPROVAL: _____ DATE: _____

DIVISION OF FINANCIAL MGMT: _____ DATE: _____

AFTER APPROVED, SEND TO THE STATE CONTROLLER'S OFFICE - STATEWIDE ACCOUNTING FOR UPDATE.