

**XAVIER UNIVERSITY  
ORGANIZATION (ORG) ACTION FORM**

Instructions:

Complete form and mail to the Budget Office ML 4621

For reorganizations it should be the new area completing the form to modify existing Org.

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**Section 1)**

Request to Create a new Org?    Yes – go to Section 2    No – See modify an existing org

Request to Modify an existing Org?    Yes – go to Section 3    No – See create a new org

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**Section 2)**

Required information to Request New Org.:

- A) Why do you need a new Org? \_\_\_\_\_
  - B) Name of New Org: \_\_\_\_\_
  - C) Administrator of New Org.: \_\_\_\_\_
  - D) Area of University Org will belong in (ie Dean/Associate VP/Asst/Director)  
\_\_\_\_\_
  - E) VP area of University: \_\_\_\_\_
  - F) New Department/Activity; What is Mission of New Department?  
Or What is Nature of New Activity? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  - G) Source of funds to create new budget: \_\_\_\_\_  
Complete Budget Revision to fund new Org.
  - H) Who needs access to view new Org in Finance System –  
Complete Administrative Data Access Form.
  - I) Who to notify when Org # is set-up/modified: Name: \_\_\_\_\_  
Extension: \_\_\_\_\_ Email: \_\_\_\_\_
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**Section 3)**

Request to modify existing Org: \_\_\_\_\_ What is the reason for modification:  
\_\_\_\_\_  
\_\_\_\_\_

Name change: Old: \_\_\_\_\_ New: \_\_\_\_\_

Administrator Change: Old: \_\_\_\_\_ New: \_\_\_\_\_

**Note:** Need to complete a New Signature Authorization Form.

Reorganization: Org moved to new area: Name of New Department \_\_\_\_\_

Budget Administrator \_\_\_\_\_

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Signature: \_\_\_\_\_

Department Requesting: \_\_\_\_\_

Signature of Head of Dept. Requesting \_\_\_\_\_

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**Budget Office Use Only**

Fund # \_\_\_\_\_

Date sent to Controller's Office \_\_\_\_\_

Org # \_\_\_\_\_

Date Notified of Set up \_\_\_\_\_

Program # \_\_\_\_\_

Date Department Notified of # \_\_\_\_\_

Predecessor Org # \_\_\_\_\_

INDEX # \_\_\_\_\_