

ORGANIZATION (ORG) ACTION FORM

Instructions:

Complete form and mail to the Budget Office ML 4524

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

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

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 (i.e. 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 ([instructions](#))
 - H) Who needs access to view new Org in Finance System
Complete [Administrative Data Access Form](#) ([instructions](#)).
 - 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](#) ([instructions](#))

Reorganization: Org moved to new area: Name of New Department: _____

Budget Administrator: _____

Signature: _____

Department Requesting: _____

Signature of Head of Dept. Requesting: _____

Budget Office Use Only

Fund # _____

Date Sent to Controller's Office _____

Org # _____

Date Notified of Setup _____

Program # _____

Date Department Notified of # _____

Predecessor Org # _____

INDEX # _____