



Requester Name  CWID  Date

Department  Phone #

Department Authorization Name  Authorization Signature \_\_\_\_\_

### Indicate Action Requested:

Create (Section A)       Change (Section B)       Deactivate (Section C)       Multiple (Page 2)

Effective Date

Reason for request

### Section A - Create New Org Unit / Funds Center

Long Description (40 Characters)

Short Description (20 Characters)

Will there be any employees

Will there be funds / grants managed

Supervisor Name (Org Unit Admin)

Supervisor CWID

Parent Org Unit #

Parent Org Unit Name

### Section B - Change Existing Org Unit / Funds Center

Org Unit # being updated

New Org Unit Name (if changing)

New Parent Org Unit # (if changing)

Are you adding funds/grants?

### Section C - Deactivate Org Unit / Funds Center

Org Unit # to be deactivated

### Administrative Use Only

Institutional Reporting Approval \_\_\_\_\_

Date

General Accounting Approval \_\_\_\_\_

Date

Funds Center #

Human Resources Approval \_\_\_\_\_

Date

Org Unit #

**Multiple Org Unit / Funds Center**

Parent Org Unit #  Parent Org Unit Name   
Long Description (40 Characters)   
Short Description (20 Characters)   
Will there be any employees  Will there be funds / grants managed   
Supervisor Name (Org Unit Admin)  Supervisor CWID

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**Administrative Use Only**

Funds Center #  Org Unit #

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Long Description (40 Characters)   
Short Description (20 Characters)   
Will there be any employees  Will there be funds / grants managed   
Supervisor Name (Org Unit Admin)  Supervisor CWID

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**Administrative Use Only**

Funds Center #  Org Unit #

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Long Description (40 Characters)   
Short Description (20 Characters)   
Will there be any employees  Will there be funds / grants managed   
Supervisor Name (Org Unit Admin)  Supervisor CWID

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**Administrative Use Only**

Funds Center #  Org Unit #

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Long Description (40 Characters)   
Short Description (20 Characters)   
Will there be any employees  Will there be funds / grants managed   
Supervisor Name (Org Unit Admin)  Supervisor CWID

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**Administrative Use Only**

Funds Center #  Org Unit #

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**Administrative Use Only - Approval for all funds centers / org units**

Institutional Reporting Approval \_\_\_\_\_ Date   
General Accounting Approval \_\_\_\_\_ Date   
Human Resources Approval \_\_\_\_\_ Date