REQUEST FOR CHARTFIELD ACTION - DEPARTMENT

Effective Date

M	M	D	D	Y	Y	Y	Y

Action Requested

- ☐ Inactivate Existing Department
- ☐ Create New Department
- ☐ Change Department Manager
- ☐ Change Department Description

Business Unit

DeptID *Initiator to leave this field blank when requesting new department.*

Short Description

Department Mgr

Long Description

Explanation

	Signature	Last Name,First Name	Department	Date
Initiator				
Manager				

HR Approval:

Accounting Approval:

Budget Office Approval:

Department entered by:

Reporting Tree Review

DEPTID	☐ Confirmed	☐ Modified	by	
DEPTID_DETAIL	☐ Confirmed	☐ Modified	by	

Attachments: Cabinet approval for new department creation/designation
Organizational chart