

Department Request Form Instructions

This form is used to request a new Department ID, change the title of an existing department ID, or request a department ID be inactivated. **If you only want to change the approver on an existing department, please use the Approver Change form located on both Budget Services and the Office of the Controller's websites.**

How do you wish to use this form?

Please check the box at the top of the form that applies to the action requested. If you are requesting a new department you'll need to attach a budget amendment showing where the budget authority will come from.

Section 1 – Purpose:

- a. Please provide the purpose of the new department by describing the activities that will be funded. For example:

This department will track all activities related to student orientation such as the printing and distributing of orientation material; the cost of advisors, student tour guides; refreshments for the students and their families; etc.

- b. Preferred Title: After the department activities are identified, please provide a suggested title for the department and the desired effective date.
- c. Title Change: If you are requesting a change in the title of the department, please provide the Department ID.
- d. Source of Funds: Please check as many fund sources as you think will be used to support this activity. In some cases more than one Department Id may be issued to record the fiscal activity in accordance with Board of Regents' fiscal procedures. If the source of the revenue is not listed, please check the "Other" box and describe the source.
- e. Types of Expenditures Incurred: Please indicate which type of expenditures will be charged to this budget. The estimated budget that is submitted on the Budget Amendment form with the Department Request form should include the account codes that will be used.

If the department will have salary charges it is very important to indicate that on the form. It may take up to two weeks for ADP to add the new department to the payroll tables. Until that occurs no one will be paid from this department.

Section 2 – Department Approver:

Please indicate the fiscal manager for the department. This name will appear in the "Authorized Approver List" on the Controller's website as well as in PeopleSoft.

Section 3 – Additional Approvers:

The Travel, Expense, and ePro modules allow for two levels of on-line approvals. If you wish to activate an additional on-line approval level requiring someone else to review requests prior to the Department Manager, please include their names and PeopleSoft Userids. They will be added to the routing sequence for approvals in the PeopleSoft Expense Module.

Section 4 – Divisional Vice President Approval

The approval of the divisional Vice President over the area where the department resides is required.

Please send the completed and signed form with the amendment (if applicable) to the Office of Budget Services.