# +XPDQ 5HVRXUFH )LQDQFH 'HSDUWPHQW ,

Requestor Name: Date:

Requesting:
☐ Inactivate Department VHOHFW DOO WKDW DSSO\ 3HRSOH6RIW )LQDQFH 3HRSOH6RIW +XPDQ 5HVRX

Dept Name: Dept Number:

Is this department being replaced? ☐ No ☐ Yes

Are there any of the following in the ending department:
☐ Gifts, ☐ Grants, ☐ Other restricted chart fields

Does the department have employees? ☐ No ☐ Yes

, I \HV – Have the employees been moved? ☐ No ☐ Yes

Effective date of the employee move(s): _____

| | | |
|---|---|---|
| ☐ Faculty | ☐ Fulltime | ☐ Part-time |
| ☐ Staff | ☐ Fulltime | ☐ Part-time |
| ☐ Students | ☐ Fulltime | ☐ Part-time |
| ☐ Grad Assistants | ☐ Fulltime | ☐ Part-time |

Effective end date for department:_____

| VP Area: | Dean/Division: |
|---|---|

| | |
|---|---|
| )XQG 6HOHFW 2QH 3OD QW 2QO\ | Program: (Select One)<br>☐ 01 Instruction & Dept Research<br>☐ 10 Research<br>☐ 20 Public Service<br>☐ 30 Academic Support<br>☐ 40 Student Services<br>☐ 50 Institutional Support<br>☐ 60 Plant<br>☐ 70 Scholarship & Fellowships<br>☐ 80 Auxiliary Enterprises |
| Project Name: | |

| | |
|---|---|
| &RQILUP WKDW \RX KDYH QRWLILHG WKH IROORZLQJ GHSDUWPHQW RI \RXU | |
| 3DUNLQJ | 6SRQVRUHG 3URJUDPV DQG 5HVHDUFK |
| Purchasing 32 DQG &&DUGV | Asset Management |
| &RPSXWHU FKDUJHEDFNV &RQWURO OHV &XGJHW 5HYHQXH &XGJHW 7 6HUY | |
| 0DLO | |
| 7HOHFRPPXQLFDWLRQV | -RXUQDO (QWULHV KDYH EHHQ VXEPLW |

)LVFDO 26 ILJFQDWXUH BBBB