

# Department Request Form

**New Department Set Up:**

**Title Change:**

**Inactivate Department:**

*Please attach a Budget Amendment to New Department Requests.*

**Section 1 – Department Information:**

Please describe the purpose of the new Department requested. What types of activities/functions will be funded from this Department?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Preferred Title: \_\_\_\_\_

Effective Date: \_\_\_\_\_

Department ID: \_\_\_\_\_  
*Provide for Title Change & Inactivation only.*

**Source of Funds:**

- |   |   |
|---|---|
| <input type="checkbox"/> State Appropriations           | <input type="checkbox"/> Self-Support Sales Activity  |
| <input type="checkbox"/> Tuition/Institutional Fee      | <input type="checkbox"/> Grant Funding                |
| <input type="checkbox"/> Approved Fees paid by Students | <input type="checkbox"/> Indirect Cost Funding        |
| <input type="checkbox"/> Student Activity Fee           | <input type="checkbox"/> Charges to Other Departments |
| <input type="checkbox"/> Study Abroad Programs          | <input type="checkbox"/> Other: _____                 |

**Types of Expenditures to be incurred:**

- |  |   |
|--|---|
| <input type="checkbox"/> Administrator Salaries    | <input type="checkbox"/> Supplies                       |
| <input type="checkbox"/> Faculty Salaries          | <input type="checkbox"/> Equipment                      |
| <input type="checkbox"/> Staff Salaries (biweekly) | <input type="checkbox"/> Travel (Employee/Non-Employee) |
| <input type="checkbox"/> Student Salaries          | <input type="checkbox"/> Food (Employee/Non-Employee)   |
| <input type="checkbox"/> Other Salaries: _____     | <input type="checkbox"/> Other: _____                   |

**Section 2 - Designation of Department Manager/Approver\*:**

\_\_\_\_\_  
*Printed Name* *Signature* *PeopleSoft USERID*  
*\*As defined by the UWG Authorized Approval Institutional Guideline and Procedure on the Controller's website.*

**Section 3 - Additional On-Line Approvers:**

The Travel, Expense, and ePro modules allow for two levels of on-line approvals. Do you wish to activate an additional on-line approval level requiring someone else to review requests prior to the Department Manager? If yes, indicate the additional approver(s) below:

Travel - \_\_\_\_\_  
*Printed Name* *Signature* *PeopleSoft USERID*

ePro - \_\_\_\_\_  
*Printed Name* *Signature* *PeopleSoft USERID*

**Section 4 - Divisional Vice President Approval:**

\_\_\_\_\_  
*Printed Name* *Signature* *PeopleSoft USERID*

**Business Office Use Only:**

<b><u>Controller's Office:</u></b>		<b><u>Budget Office:</u></b>		
Fund(s) _____	Class _____	Department ID _____	Program _____	Approved by _____
Revenue Account Code _____		PS _____	I-Tree _____	CS-DC List _____
Banner Detail Code _____				
Asset Mgmt Maintenance: _____		<b><u>If salaries are indicated above:</u></b>		
Approved by: _____		HCM _____	Combo Code _____	