

*This form is to establish or update department information when a change to the organizational structure occurs. Refer to the [Department Organizational Changes Guideline¹](#) for overview and instructions to completing this form. Complete the form and obtain approval from the appropriate official in Division. **Return form to Budget and Financial Management, Extended Zip 0004.***

I. Requestor Information

Contact Name: _____	Email: _____
College/Department: _____	Phone: _____
Building and Room No.: _____	Ext. Zip: _____

II. Action Request Information

1. Create New Department	Effective Date: 07/01/ _____ (enter year)
Department Name/Descr.: (max. 30 char.) _____	
Building. and Room No.: _____ Ext. Zip: _____	
New DeptID will be under DeptID: _____ Level: _____	
Will there be positions in this department? Yes No	
2. Update Existing Department	Effective Date: 07/01/ _____ (enter year)
a. Move Department	
Dept ID(s): _____ Description: _____	
Move under Dept ID: _____ Description: _____	
b. Rename Department	
Dept ID: _____	
Current Dept. Name: _____ New Dept. Name: (max. 30 char.) _____	
c. Inactivate Department	
Dept ID: _____ Description: _____	
3. Is student fee revenue (e.g. course fees) involved?	Yes No
a. Provide the former and new chartfields if student fee revenue is related to Item Type request:	
Former	Fund _____ Dept ID _____ Class _____ Program _____ Project _____
New	Fund _____ Dept ID _____ Class _____ Program _____ Project _____

III. Division Authorization

Approver Signature: _____	Date: _____
Approver Name (print): _____	

IV. Central Finance Use Only

Instructional: <input type="checkbox"/> Yes <input type="checkbox"/> No BFM Analyst: _____ ITS Help Desk Ticket Submitted Date: _____
Dept CDIP Rule 4: _____

¹ http://www.sjsu.edu/finance/policies_guidelines/dept_org_change_guidelines/index.html
dept_org_change_form.pdf