

## New Department Head or Department Name Change Form

### Change Department Head Name

Account Number: \_\_\_\_\_

Account Name: \_\_\_\_\_

Effective Date of Change: \_\_\_\_\_

#### Former Head:

#### New Head:

MSU ID #: \_\_\_\_\_ MSU ID #: \_\_\_\_\_

Name: \_\_\_\_\_ Name: \_\_\_\_\_

### Change Department Name

Effective Date of Change: \_\_\_\_\_

#### Previous:

Account Number: \_\_\_\_\_

Account Name: \_\_\_\_\_

#### New:

Account Number: \_\_\_\_\_

Account Name: \_\_\_\_\_

Current information can be viewed on the last page of the budget worksheet or on the department totals' screen.

Change submitted by: \_\_\_\_\_ Date: \_\_\_\_\_