

Request for New Organization Code

Requested Organization Name: _____(limit 35 characters)

Responsible Department: _____

Department Head: _____

Contact Name: _____

Contact e-mail Address: _____

Campus Address: _____

Responsible Vice President: _____

Associated Fund(s): _____ (attach a complete list, if needed)

Numbering – Proposed Org Code Range / Placement

(Provide a general indication of where the org should fall within existing org structures.)

Within existing department org range _____

New org range requested _____

Other (explain): _____

Purpose of organization code:

Approved: Department Head _____ Date: _____

Approved: Dean/Director _____ Date: _____

Approved: Vice President _____ Date: _____

RPA Use Only:
__Entered on Org Table
__Entered on VP Table



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REPORTING, PLANNING & ANALYSIS