

Funds Center Change Request Form

Person Completing Form: _____ Phone No: _____

Funds Center # requested to be changed: _____

Funds Center's Current Name: _____

Fund Center Description: _____

Related Department Number: (7XXXXXXX): _____

Suggested New Name:

Name (Short Name-20 characters): _____

Description (Long Name-40 characters): _____

Current Department Head PERNR# and Name: _____

New Department Head PERNR# and Name: _____

REQUIRED EXPLANATION

Please provide a brief explanation addressing the need and the intended use for the Funds Center Change. Also, note any additional information that you feel would be relevant and attach any supporting documentation.

Chief Business Officer

University Wide Administration Use Only
Office of Vice Pres. for Budget & Finance

NOTE: When making requests that the Department Head be changed, in addition to this form, you way also need to set this person up as an IRIS departmental approver for this Funds Center. You can use transaction ZAPPS to identify the current approvers for this Funds Center. The persons listed on ZAPPS approve most FI and HR transactions within IRIS. If you would like for the Department Head to be set up as a departmental approver, use transaction ZSEDEPTAUTH000 to initiate the request. Help documentation for this transaction can be found by clicking "Help" -> "IRIS Help" at the top of the transaction screen. For questions, please contact the user coordinator for your campus.

[Revised 08/2015]