

FY19 New and Changing Organizations

Implementation Effective July 1, 2018 Unless Otherwise Stated Below

Check each corresponding box for the action needed. A drop-down section will display to be completed.

Initiator Name:

Initiator Email:

Explanation for Organization Change:

Organization Name Change

New Organizations

Organizations Becoming Inactive

Reorganization Changes

Authorizing Signatures:

FROM:

Prior Department Head/Director:

Date:

VP or Dean of Prior Organization:

Date:

TO:

*Only relevant for changes between organizations, as opposed to changes within the same organization.

New Department Head/Director:

Date:

VP or Dean of New Organization:

Date:

Complete and submit to Travis Webb at the Office of Budgets, Travis.Webb@colostate.edu, once all requested information and approvals are complete.

Employee Movements Between Departments/Organizations

Effective July 1, 2018

An excel sheet may be submitted rather than completing the following form so long as the same format and information is provided within the spreadsheet.

Employees Shifting from One Organization to Another:

	Number or Employee ID	Assignment #	Last Name	First Name	People Group	Current Organization	Current Account	New Organization	New Account
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