Effective Date of Change:       Included in Board meeting materials for

*Please only complete the sections requiring changes:*

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| **ADD New Organizational Unit** | **Number** | **Name (up to 40 characters)** |
| New Org Unit Name | New Org Unit Number*(system generated)* |       |
| New Org Unit Reports to Org Unit No. & Name |       |       |
| New Org Unit Chief (Position No. & Name of Chief) |       |       |
| New Org Unit Time Administrator |       |       |
| New Org Unit PAR Initiator and/or Approver |       |       |
| New Org Unit Cost Center Number*(Note: All NEW cost centers must first be requested through*  *the on-line FI Request process)* |       | *(If none assigned, will default to the cost center of the* *Superior Org Unit.)* |
| List Other Org Unit Numbers and Names that **DIRECTLY** Report to the New Org Unit*(Note: All Org Units reporting to the Org Units listed below will structurally move along with the org units listed.)* |
|  |       |       |
|  |       |       |
|  |       |       |
|  |       |       |
|  |       |       |
| List ALL Position Numbers and Name that will **DIRECTLY** report to the New Org Unit*(Note: These positions will inherit the cost center number of the Superior Org Unit unless a Cost Override is set up.)* |
|  |       |       |
|  |       |       |
|  |       |       |
|  |       |       |
|  |       |       |

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| **CHANGE NAME of Organizational Unit** | **Number** | **Name (up to 40 characters)** |
| Current Org Unit Number & Name |       |       |
| New Org Unit Name |  |       |
| Check if Cost Center Name/Node should match Org Unit Name | [ ]  | *Cost Center #*      |  |
| *(Note: May need to be discussed with the Comptroller’s Office)* |

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| **CHANGE CHIEF Position of Organizational Unit** | **Number** | **Name** |
| Org Unit Number & Name |       |       |
| New Chief to Position Number & Name of Chief | *Position #*      | *Employee #*      | *Employee Name*      |

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| **CHANGE REPORTING of Organizational Unit** | **Number** | **Name** |
| Org Unit Number & Name |       |       |
| Currently Reports to Org Unit Number & Name |       |       |
| New Reports to Org Unit Number & Name |       |       |

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| **CHANGE COST CENTER of Organizational Unit** | **Number** | **Name** |
| Current Org Unit Number & Name |       |       |
| Current Cost Center Number & Name |       |       |
| New Org Unit Cost Center Number (if existing CC#) |       |       |
| Functional Area:      *(Use SAP Transaction Code KS03. If you need assistance with this, please contact the Budget or Comptroller’s Office.)* |
| *(Note: All NEW cost centers must first be requested through the on-line FI Request process)* |

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| **DELIMIT Organizational Unit** | **Number** | **Name** |
| Org Unit to Delimit/End Number and Name |       |       |
| *(Note: An Org Unit cannot be delimited until all technical relationships (positions, classes, Org Units, etc.) reporting to it have had their reporting relationships delimited.)* |

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| **UPDATE Organizational Unit Address/Directory**  | **Number** | **Name** |
| Org Unit Number and Name: |       |       |
| Main Telephone Number:       | Main Contact E-mail Address:       |
| Main Fax Number:       | Website URL:       |
| Building/Room Number:      *(example: AC 800)* | Address:      *(example: 800 Lucas Administrative Center)*  |
| If Org Unit is not located on the Highland Heights Campus, please provide: |
|  Street Address:       | City:       | Zip Code:       |

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| **RATIONALE/JUSTIFICATION for this change (to be included with Board materials) Use additional pages if needed** |
|       |

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| **ADDITIONAL INFORMATION Please provide any additional that may be helpful** |
|       |

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| **APPROVALS** |
| Initiator:       | Department:       | E-mail:       | Phone:       |

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| --- | --- | --- |
| Chair/Head of Org Unit: |  |  |
|       | Date |
| Division Business Officer: |  |  |
|       | Date |
| Division Head: |  |  |
|       | Date |

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| **CENTRAL USE ONLY** |
| Date Received in Budget Office: |       | Received by:       |
| Date Sent to OM Group for Review: |       | Sent by:       |
| Date OM Group Notified to Proceed with Changes: |       | Processed by:       |