Florida A&M University
Budget Office

REQUEST FOR NEW DEPARTMENT ASSIGNMENT OR CHANGE

_ New Department  _ Change (Indicate Requested Change in Appropriate Space)

Division/College/School/Department:

Current Title of Department:

Proposed Title of Department:

Department Number (If Existing Department):  

A. Purpose of Department:

B. Description of Expenditure (Attach copy of operating budget):

C. Budget Entity/Source of Funding (E&G, C&G, Auxiliary, other{Name}):  

D. Program: **(BUDGET OFFICE WILL COMPLETE)**:

E. Program Discipline (For E&G Instruction & Research Departments only):

F.  

(1). Person Primarily Responsible for Authorizing Expenditures:  
Name:  
Emp I.D.:  
Location:

(2) Person to Receive Accounting Reports:
Name:  
Emp I.D.:  
Location:

G. Approvals:

<table>
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<tr>
<th>Recommending Official/ Date</th>
<th>Dean, Director/ Date</th>
<th>President, Provost, Vice-President/ Date</th>
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Budget Office Use:  
Controller’s Use:

Department Title:  
Organization Code:  
Program/PCS Code:  
Program Component:  
Sub-Program:  
Director, Budget  
Date:  
Department Number  
Fund ID:  
Controller:  
Date:

Note: Upon Department Number Assignment, Controller’s Office will return to Budget Office to enter budget into the accounting system. A copy of the completed form should be forwarded to Human Resources.