

Department Request Form

New Set Up:

Title Change:

Inactivate:

Reactivate:

Please attach a Budget Amendment to New Department Requests.

Section 1 – Department Information:

Please describe the purpose of the new Department requested. What types of activities/functions will be funded from this Department?

Preferred Title (30 characters): _____

Division Name: _____

Effective Date: _____

Department ID: _____
Provide for Title Change, Inactivation & Reactivation.

College Name: _____

Source of Funds:

- | | |
|---|---|
| <input type="checkbox"/> State Appropriations | <input type="checkbox"/> Self-Support Sales Activity |
| <input type="checkbox"/> Tuition/Institutional Fee | <input type="checkbox"/> Grant Funding |
| <input type="checkbox"/> Approved Fees paid by Students | <input type="checkbox"/> Indirect Cost Funding |
| <input type="checkbox"/> Student Activity Fee | <input type="checkbox"/> Charges to Other Departments |
| <input type="checkbox"/> Study Abroad Programs | <input type="checkbox"/> Other: _____ |

Types of Expenditures to be incurred:

- | | |
|--|---|
| <input type="checkbox"/> Administrator Salaries | <input type="checkbox"/> Supplies |
| <input type="checkbox"/> Faculty Salaries | <input type="checkbox"/> Equipment |
| <input type="checkbox"/> Staff Salaries (biweekly) | <input type="checkbox"/> Travel (Employee/Non-Employee) |
| <input type="checkbox"/> Student Salaries | <input type="checkbox"/> Food (Employee/Non-Employee) |
| <input type="checkbox"/> Other Salaries: _____ | <input type="checkbox"/> Other: _____ |

Section 2 - Designation of Department Manager/Approver:

Printed Name _____

Signature _____

Employee ID & PSOFT User ID _____

**As defined by the UWG Authorized Approval Institutional Guideline and Procedure on the Controller's website.*

Section 3 - Additional On-Line Approvers:

The Travel, Expense, and ePro modules allow for two levels of on-line approvals. Do you wish to activate an additional on-line approval level requiring someone else to review requests prior to the Department Manager? If yes, indicate the additional approver(s) and for which system below:

Travel - ePro

_____ Printed Name Signature Employee ID & PSOFT User ID

_____ Printed Name Signature Employee ID & PSOFT User ID

Section 4 - Divisional Vice President Approval (where the department is housed):

Printed Name _____

Signature _____

Business Office Use Only:

Budget Office:				
Fund(s) _____	Class _____	Department ID _____	Program _____	Approved by _____
Revenue Account Code _____	_____	PS _____	I-Tree _____	CS-DC List _____
Banner Detail Code _____	_____	Analyst Review _____	Emailed Memo _____	PSWorkflow: _____
Asset Mgmt. Maintenance: (circle one) Y N <i>If salaries are indicated above:</i>				
Approved by: _____	HCM _____	Combo Code _____	_____	

Please return completed and signed form to the Office of Budget Services, budget-services-list@westga.edu