

**Finance Systems Management**

**ORGANIZATION CODE - NEW ORG CODE REQUEST**

Please note that a Financial Manager must be identified. This is assigned to an individual who will be responsible for monetary activity. Individuals include: ChairPersons, Deans, Directors, or Principal Investigators.

<b>Business Purpose of this Request (required)</b>	
<b>Proposed Org Code Title (required)</b>	
<b>Proposed Financial Manager (required)</b>	
<b>Proposed Financial Manager Banner ID number (required)</b>	
<b>Predecessor Org Code Number - (Parent Org) -- (required)</b>	
<b>Predecessor Org Code Title (required)</b>	
<b>Will this Org Code be a Parent Org (requiring new Org codes to be created underneath it as Sub-Orgs? (required)</b>	
<b>Will this Org Code be used as a Hiring Org? (required)</b>	
<a href="#">Please see FastInfo #3998 for guidance on Hiring Org's</a>	

Requestor's Name	
Requestor's Email	
Requestor's Phone	

**Approvals – This form must be signed by a Chairperson, Dean or Director.**

Approver (Please write name) \_\_\_\_\_  
 Approver's Signature \_\_\_\_\_  
 Date \_\_\_\_\_

**Please send completed request VIA campus mail to:** Finance Systems Management  
 UNM Business Center  
 MSC01-1290

**For FSM Use Only**

Banner Org # Assigned	
Budget Control Org # Assigned	
Hiring Org Assigned (if applicable)	
MSUORG Assigned	
Precinct Code Assigned	
Request Completed by	
Date Request Completed	