

## Finance Systems Management

### ***Organization Code Request Change to a current Org Code***

Users may request to edit **ONLY** the following:

Org Code Title

Financial Manager

Hiring Org (Requires HR approval. FSM will coordinate this approval process.)

|                                                                                                |  |
|------------------------------------------------------------------------------------------------|--|
| <b>Business Purpose of this Request (required)</b>                                             |  |
| <b>Proposed Org Code Title (required)</b>                                                      |  |
| <b>New Financial Manager (required)</b>                                                        |  |
| <b>New Financial Manager Banner ID number required)</b>                                        |  |
| <b>If this is a Hiring Org change request, does it need to be added or removed? (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 print name)

Approver's Signature

Date

|  |
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**Please send completed request VIA campus mail to:**

Finance Systems Management  
UNM Business Center  
MSC01-1290

|                                |  |
|--------------------------------|--|
| <b><u>For FSM Use Only</u></b> |  |
| Request Completed by           |  |
| Date Request Completed         |  |

|                                                         |  |
|---------------------------------------------------------|--|
| <b><u>For HR Use Only (Hiring Org changes only)</u></b> |  |
| "Hiring Org" attribute added to this Org Code           |  |
| "Hiring Org" attribute removed from this Org Code       |  |
| Request Completed by                                    |  |
| Date Request Completed                                  |  |