

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.)

All other requests to change existing org codes may be requested by sending an email to: FSM@salud.unm.edu

Business Purpose of this Request (required)	
Org Code Number	
Proposed Org Code Title (required) <i>(Please indicate no change if the title remains the same.)</i>	
New Financial Manager (required)	
New Financial Manager Banner ID number required)	
If this is a Hiring Org change request, does it need to be added or removed? (required)	
Please see FastInfo #3998 for guidance on Hiring Org's	

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

Please send completed request VIA campus mail to:

Finance Systems Management
UNM Business Center
MSC01-1290

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

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