REQUEST FOR NEW STATE SUPPORT DEPARTMENT

Mail completed form to Al Lagos, Financial Systems

Name of Requestor: _________________________________

Department: _________________________________ Phone #: __________________

Signature of Requestor: _________________________________

Signature of the Department Head (if not same): _________________________________

Signature of Dean: _________________________________

Signature of Divisional Budget Officer: _________________________________

Signature of University Budget Office: _________________________________

PURPOSE OF DEPARTMENT (If insufficient space, please attach separate page, brochure, or write-up):

<table>
<thead>
<tr>
<th>Suggested Title: _________________________________</th>
</tr>
</thead>
<tbody>
<tr>
<td>Responsible Person: ______________________________</td>
</tr>
<tr>
<td>Phone #: ______________________________</td>
</tr>
<tr>
<td>Department: ______________________________</td>
</tr>
<tr>
<td>Division: ______________________________</td>
</tr>
<tr>
<td>Contact Person for Budget Issues: ______________________________</td>
</tr>
<tr>
<td>Phone #: ______________________________</td>
</tr>
<tr>
<td>Who should have Report access: ______________________________</td>
</tr>
</tbody>
</table>

EXPENDITURES

Anticipated annual dollars: ______________________________

Will the department have payroll?

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Regular  Contractual  Student Help

Is department permanent?  Yes  No

If not, define time period:

From: __________  To: __________

FOR FINANCIAL SERVICES USE

Spreadsheet Updated
Fund - FS ________
Dept - FS ________
Division ________
Sub-Div ________
School ________
Program ________
Sub-Pgm ________
SpeedType ________
SpeedChart ________
Tree - Exe COA ________
Tree - Exe Level ________
Tree - Fund-Division ________
Combo Edit - GL ________
Combo Edit - HR ________
Combo Build Selector Tbl ________
Combo Build Data Tbl ________
nVision Reporting Upload ________
Run Report Book Update ________
Run Report Build ________
Signature Form ________
Hiring Department ________
Department Tbl (if payroll) ________
Dept Security Tree ________
SJT Jobs (sec Join Table) ________
Set Up Dept Level ________
Set Up Job Codes ________
Set Up Position Pools ________

Completed by: __________

Date: __________