Form To Request Close of Department

Send Request Form to Al Lagos, Financial Systems
(One Department Number per Form)

Department Number: Fund #:

Department Description:

Name of Requestor:

Signature of Requestor:

- Make sure Fund/Department has a zero balance
- Make sure there is no payroll being charged to Department
- Make sure there is no ProCard on the Department
- Make sure Dept is not used in a Student Financials Item Type
- Make sure there are no other expenses (phones, copies, etc)

For Financial Systems Staff: Div/SubDiv:

Chart of Accounts Maintenance in Closing a Department:

Verify Zero Balance – Run DAT & Fund Reports

Verify ProCard and/or other expenses re-directed

Verify not in current process in Travel System

CS9: Inactivate Commit Accounting - if used as Payroll Funding Source. (Query under TU_FIN)

CS9: Inactivate Commit Accounting – if used as a hiring department (Query: BCV_Check Job Data)

CS9: Hiring Department Lookup Table – Inactivate Status – Delete Department Field


CS9: Inactivate [HRMS – Foundation – Organization – Department]

CS9: Remove from CS9 Security Tree

CS9: Verify not used with an Item Type [TUSF_DEPTS_WITH_ITEMTYPES]

FS9: Inactivate in PeopleSoft

FS9: Delete Speedtype

FS9: Inactivate SpeedChart

Status Column on COA Master Spreadsheet

Notification for PeopleSoft Allocations Month End Run

Date completed: Initials:
For more information see instructions on how to [close a department, grant, or project](#).