

Department Organization Change Request

This form is used to create or update DeptID information when a change to the organizational structure occurs. Please complete the form, obtain approval (MPP or higher), and e-mail to Val Maijala (vmajjala@calpoly.edu) x61187.

Requestor Information

Contact Name: E-mail:
Department: Phone:

Action Information

DeptID: DeptID Name:

Description of Request:

Action Type

New DeptID New DeptID Name (30 characters max):
New DeptID Manager Name:
Parent DeptID (Rolls up to):

 Rename DeptID Current Name:
New Name (30 characters max):

 Inactivate DeptID DeptID(s):
List replacement DeptID to use (if any):

Note: when inactivating a DeptID, notify on-campus departments with recurring charges such as: ITS - Telephone; Distribution Services - Postage; Purchasing - P-Card default, and open purchase orders; Facilities - open work orders; HR - Positions; Budget - Position Funding Forms.

Move DeptID To move DeptIDs, please complete the Reorg Worksheet. All child DeptIDs will automatically be moved unless otherwise noted.

Approval Signature (MPP or higher)

Name: Phone:

Signature: Date: