

# UNIVERSITY OF CENTRAL OKLAHOMA

## ADD - INACTIVATE - CHANGE ORGANIZATION FORM

Organization Form                      Add                      Inactivate                      Change

Date:

Organization Name:

Financial Manager:

Purpose of Organization:

Sources of Revenue:

Finance Security Access:

Date From:

Date to:

Contact Name:

Phone:

Contact E-mail:

Comments:

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### Steps for submitting the above information:

1. Save the PDF to your computer.
  2. Send an e-mail with PDF attached to the Dean/Administrator for approval
  3. Have the Dean or Administrator send an e-mail to Haley Dumas (mbitman1@uco.edu) advising the PDF is approved.
  4. For Student Activity Organization/Student Cash Org - e-mail to Teresa Metzger (tmetzger@uco.edu)
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### Financial Accounting Office Use Only

Approvals \_\_\_\_\_ Other \_\_\_\_\_

Fund Type \_\_\_\_\_

Bank \_\_\_\_\_ Fund \_\_\_\_\_ Rev Acct \_\_\_\_\_

Fund# \_\_\_\_\_ Pred# \_\_\_\_\_

Orgn# \_\_\_\_\_ Pred# \_\_\_\_\_

Prog# \_\_\_\_\_

Activity# \_\_\_\_\_

Grant# \_\_\_\_\_ Type \_\_\_\_\_ Agency \_\_\_\_\_

Security Access \_\_\_\_\_

E-mail \_\_\_\_\_ Type \_\_\_\_\_ FM Letter \_\_\_\_\_

Portal \_\_\_\_\_ Listing \_\_\_\_\_ Prepared \_\_\_\_\_