

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:

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 Karen Howard (khoward14@uco.edu) advising the PDF is approved.
4. For Student Activity Organization/Student Cash Org - e-mail to Teresa Metzger (tmetzger@uco.edu)

Financial Accounting Office Use Only

Approvals _____ Other _____

Fund Type _____

Bank _____ Fund _____ Rev Acct _____

Fund# _____ Pred# _____ Pred# _____

Orgn# _____

Prog# _____

Activity# _____

Grant# _____ Type _____ Agency _____

Security Access _____

E-mail _____ Type _____ FM Letter _____

Portal _____ Listing _____ Prepared _____