

REQUEST FOR ADDITIONS AND CHANGES TO CHART OF ACCOUNTS ORGANIZATION CODE

- *Submit completed and signed form to the Planning & Budget Office.*
- *Proposed new organization codes will be reviewed by P&B and may be subject to change.*
- *FIS Security Administration will inform requestor when new organization code may be utilized.*

Change to Existing Organization

Addition of New Organization

Organization Code _____	Organization Title _____
Predecessor Organization Code _____	Predecessor Title _____
Service Center Code _____	Service Center Name _____
Effective Date of Addition _____	Payroll Encumbrance (On/Off) _____

Reason for Change

Requested by: _____	Ext. _____	Date: _____
Name		
Approved by: _____	Ext. _____	Date: _____
Signature		
Approved by P&B: _____	Ext. _____	Date: _____
Signature		

To be completed by Planning & Budget Office

INDEX _____	ARC _____	UAS _____
DISC _____	NSF _____	AGC _____