



REQUEST FOR ADDITIONS AND CHANGES TO CHART OF ACCOUNTS ORGANIZATION CODE

Submit completed and signed form to the **UCSC 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.

<input type="checkbox"/>	Change to Existing Organization	<input type="checkbox"/>	Addition of New Organization
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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

* UCPath will not allow the use of a FOAPAL element (such as an org or activity code) if it has an Effective Date in FIS Banner that is later than dates appearing in the UCPath record being entered. Requestor must indicate an Effective Date for new organization codes that will meet their needs with respect to UCPath transactions. If no Effective Date is specified on this form, the 1st of the previous closed month will be used. Effective dates cannot be backdated after the initial creation of an organization.

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

To be completed by Planning & Budget Office

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