

REQUEST FOR ORACLE ORG CODE CHANGE

(See UAB Financial Affairs website for official procedures for requesting changes to the Oracle Organization Code Structure).

Requested Action (X the one which applies):

- Add New Code
- Disable Organizational Unit: Code _____ Title: _____
- Change Title of Existing Code: From _____ To _____

Requestor:

Name _____
Phone _____ Email _____

Proposed New Organizational Unit:

Org Code Type(X the one which applies) : True organizational unit of UAB Informal workgroup

Proposed New Org Cd Title: _____

New Org Level (X the one which applies): Department Division Subdivision

New Org to roll up to which existing Org? _____

New Org Unit Head Name _____

New Org Unit Campus Address _____

New Org Replaces Existing Org Code? No Yes

If Yes: Code _____ Title _____

Justification/Explanation:

New unit's Org Type (X the one which applies):

- Academic (meaning some faculty could have a primary faculty appointment to it)
- Center (requires UA Board resolution)
- Central Administration
- Athletics
- Hospital
- Non-UAB Agency (only under a UAB agency fund contract)
- Other

Additional New Organizational Unit Details:

Contact Person _____

Department Effort Officer _____

Work Flow Officer _____

Approvals:

Each proposed organizational unit must be approved in writing by the applicable administrator prior to its creation in Oracle:

- If within a school, by the applicable Dean (or his/her designee)
- If within Provost General, by the Provost (or his/her designee)
- If within the Hospital, by the Executive Director of the Hospital (or his/her designee)
- If within Central Administration or Institutional or Athletics, by the applicable Executive level (for these purposes, the Vice President for Financial Affairs & Administration will deal with units which report directly to the President) (or his/her designee)
- If an agency entity, by Bernard Mays, Jr. in UAB Financial Affairs.

Requestor Signature

Date

Approval Signature

Date

If Hospital, submit completed form to Sheila N. Luther in Hospital Financial Management (email sluther@uab.edu or fax 975-6093).
If non-Hospital, submit completed form to Nikki J. Kraft in UAB Financial Affairs (email ncraft@uab.edu or fax 975-4936).