



University
of Houston
Clear Lake

DEPARTMENT REQUEST FOR ACTION FORM

Effective Date:

ACTION REQUESTED:

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Create New Department

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Move Department on DEPTID_ROLLUP tree

☐

Change Department Name

☐

Remove Department from DEPTID_ROLLUP tree

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Change Department Manager

Current Dept. ID

C

Current Dept. Name

Source

New Dept. ID

C

New Dept. Name

Source

Short Dept Name

Dept Manager

EMPL ID

Explanation

DEPARTMENT APPROVALS:

	Signature	Last Name, First	Date
College / Division Business Administrator:	<input type="text"/>	<input type="text"/>	<input type="text"/>
Department Manager:	<input type="text"/>	<input type="text"/>	<input type="text"/>

APPROVALS REQUIRED FOR DEPARTMENT ACTION:

	Signature	Last Name, First	Date
Planning & Budget Approval:	<input type="text"/>	<input type="text"/>	<input type="text"/>
Department Action Completed By:	<input type="text"/>	<input type="text"/>	<input type="text"/>

TREE UPDATE: Budget Office and HR Only

	Updated	Signature	Last Name, First Name	Date
DEPTID_ROLLUP	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
DEPTID_BDM	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Emailed	Request sent to HR by:		
DEPT_SECURITY (HR Tree)	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>