



University
of Houston
Clear Lake

DEPARTMENT REQUEST FOR ACTION FORM

Effective Date:

ACTION REQUESTED:

- | | |
|---|--|
| <input type="checkbox"/> Create New Department
<input type="checkbox"/> Change Department Name
<input type="checkbox"/> Change Department Manager | <input type="checkbox"/> Move Department on DEPTID_ROLLUP tree
<input type="checkbox"/> Remove Department from DEPTID_ROLLUP tree |
|---|--|

Current Dept. ID	C	Current Dept. Name		Source	
New Dept. ID	C	New Dept. Name		Source	
Short Dept Name		EMPL ID			
Dept Manager					
Explanation					

DEPARTMENT APPROVALS:

	Signature	Last Name,First Name	Date
College / Division Business Administrator:			
Department Manager:			

APPROVALS REQUIRED FOR DEPARTMENT ACTION:

	Signature	Last Name,First Name	Date
President / Sr. VP Academic Affairs:			
VP A&F / VPs or Designee			
Budget Department Approval:			
General Accounting Approval:			

TREE UPDATE: General Accounting and Budget Department Only

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