Human Resource & Finance Department Inactivation Form

Requestor Name:	Date:
Requesting:	PeopleSoft Finance PeopleSoft Human Resources
Inactivate Department (select all that apply)	reopleSoft Fillance reopleSoft Human Resources
Dept Name: AWWWWWWWWWWWWWWWWWWWWWWWWWWWWWWWWWWWW	WWWWA Dept Number:
Is this department being replaced? No Yes If yes please provide HR Dept and	
Are there any of the following in the ending department:	
Are there any of the following in the ending department: Gifts, Grants, Other restricted chart fields	
Unto, Unanto, Uniter restricted chart fields	
Does the department have employees?	Yes ☐ Faculty ☐ Fulltime ☐ Part-time
Staff Fulltime Part-time If yes – Have the employees been moved? No Yes Students Fulltime Part-time	
	Grad Assistants Fulltime Part-time
Effective date of the employee move(s):	
Effective end date for department:	
Please provide the following Information:	
VP Area:	Dean/Division:
VP Area.	Dean/Division.
Department Name Finance:	Department Name Human Resources:
·	·
Department Number:	Program: (Select One)
Fund: (Select One) (Plant Only)	☐ 01 Instruction & Dept Research ☐ 50 Institutional Support
	☐ 10 Research ☐ 60 Plant ☐ 20 Public Service ☐ 70 Scholarship & Fellowships
0010 0011 0110 0111 0710 0720	☐ 30 Academic Support ☐ 80 Auxiliary Enterprises
	■ 40 Student Services
Project Name:	
Reason for Request: (Be specific)	
Confirm that you have notified the following donor	extensist of vour department inactivation.
Confirm that you have notified the following department of your department inactivation: Parking Sponsored Programs and Research	
Parking Purchasing (PO's and P Cards)	Asset Management
Computer chargebacks (Controller/Budget)	Misc. Fees (Revenue) Budget/ T Services
Mail	Wilder 1 000 (Notorido) Budgot 1 00. 11000
Telecommunications	Journal Entries have been submitted to Controller
Fiscal Officer Signature:	Date:
Internal Use only:	
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