

# UNIVERSITY OF CENTRAL OKLAHOMA

## ADD - INACTIVATE - CHANGE ORGANIZATION FORM

Organization Form       Add       Inactivate       Change

Date:

Organization Name:

Financial Manager:

Purpose of Organization:

Sources of Revenue:

Finance Security Access:

Date From:       Date to:

Contact Name:       Phone:

Contact E-mail:

Comments:

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**Steps for submitting the above information:**

1. Save the PDF to your computer.
  2. Send an e-mail with PDF attached to the Dean/Administrator for approval
  3. Have the Dean or Administrator send an e-mail to Karen Howard (khoward14@uco.edu) advising the PDF is approved.
  4. For Student Activity Organization/Student Cash Org - e-mail to Teresa Metzger (tmetzger@uco.edu)
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Financial Accounting Office Use Only

Approvals \_\_\_\_\_ Other \_\_\_\_\_  
Fund Type \_\_\_\_\_  
Bank \_\_\_\_\_ Fund \_\_\_\_\_ Rev Acct \_\_\_\_\_  
Fund# \_\_\_\_\_ Pred# \_\_\_\_\_ Pred# \_\_\_\_\_  
Orgn# \_\_\_\_\_  
Prog# \_\_\_\_\_  
Activity# \_\_\_\_\_  
Grant# \_\_\_\_\_ Type \_\_\_\_\_ Agency \_\_\_\_\_

Security Access \_\_\_\_\_  
E-mail \_\_\_\_\_ Type \_\_\_\_\_ FM Letter \_\_\_\_\_  
Portal \_\_\_\_\_ Listing \_\_\_\_\_ Prepared \_\_\_\_\_