



# Organization Description Change Form

Purpose: To update a existing Organization Description.

## Contact Information:

<input type="text"/>	<input type="text"/>	<input type="text"/>
Prepared By	Phone Number	Date

Chart of Accounts: <input type="text"/>	Organization: <input type="text"/>
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Current Organization Title:   
*(35 Characters-including spaces)*

New Organization Title:   
*(35 Characters-including spaces)*

Reason for Change:

Effective Date:

Financial Manager:

## Signatures Required:

\_\_\_\_\_  
Chair Date

\_\_\_\_\_  
Dean or Director Date

\_\_\_\_\_  
Vice President Date

## ACCOUNTING USE ONLY

Default Fund: <input type="text"/>	Default Program: <input type="text"/>
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\_\_\_\_\_  
Sr. Director Approval Date

\_\_\_\_\_  
Entered into Banner By (signature) Date Entered