DEPARTMENT CREATE FORM

Effective Date: 07/01/20

Description (L30):

Short Description (L10):

Manager ID (L7):

Manager

LAST NAME, FIRST NAME INITIAL

Purpose of Department - enter explanation of why a new department is needed (this will help Accounting assess whether a different chart field such as a program or project would better serve your needs):

Functional Expense Code (L4):

Associated HR Department:

(see HR_DEPT List at http://www.maine.edu/system/ofp/psfinancial/accounting_forms.php)

UMS_DEPT_ORG tree node:

Campus Authorization: 

Date: 

UMS Approval Signature:

Date: 

5/6/2010