KENNESAW STATE UNIVERSITY

Office of Budget and Planning

Department/Project Change Request Form

This form should be completed by the Business Manager only.

Description: This form is only for CHANGE requests for an existing department/project. If you need to request a new department or change a department name, please complete New Department Request/Name Change form. If you need to create a new project, fill out the New Project Request form.

Be sure the Department/Project approver has PeopleSoft Approver access prior to filling out this form.

Fiscal Year: -Select One-	Effective Date:
Change Type: -Select One-	

Current Chartstring Information: If more than one, list in the documentation box below.

Department ID:	Program:	Class:

Department/Project Information: List the Current Department Information.

Project (if applicable):	
Division Prefix:	- Select One -
Department Name:	
Department Manager/Budget Manager:	
Business Manager/Fiscal Approver:	
Project Manager (if applicable):	

New Department Information (if applicable): List the New Department Information.

New Department Manager/ Budget Manager:	Name:
	Employee ID#:
	NetID:
New Business Manager/ Fiscal Approver:	Name:
	Employee ID#:
	NetID:

New Project Information (if applicable): List the New Project Information.

Is this Project related to research? (Program 12100) -Select One-	
Will there need to be a combo code associated with this Project? -Select One-	
New Project Prefix:	
New Project Name:	
New Project Manager:	Name:
	Employee ID#:
	NetID:

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Additional Information: List what you are changing below.

Comments:

Approval Signatures

Form must be digitally signed through DocuSign.

Business Manager:	**Name:**	
Signature:		**Date:**
Director/Department Head:	**Name:**	
Signature:		**Date:**

Before you submit:

- Ensure that the employee has PeopleSoft Financials access before being granted permissions as a budget manager or business manager.

Please save the approved form as a PDF and send it as an attachment to budget@kennesaw.edu with the subject *Department/Project Change Request Form*.