University of Houston Clear Lake

DEPARTMENT REQUEST FOR ACTION FORM

Effective Date: _____

ACTION REQUESTED:

☐ Create New Department
☐ Change Department Name
☐ Change Department Manager

☐ Move Department on DEPTID_ROLLUP tree
☐ Remove Department from DEPTID_ROLLUP tree

Current Dept. ID C	**Current Dept. Name**	**Source**	
New Dept. ID C	**New Dept. Name**	**Source**	
Short Dept Name	**EMPL ID**		
Dept Manager			
Explanation			

DEPARTMENT APPROVALS:

	Signature	Last Name,First Name	Date
College / Division Business Administrator:			
Department Manager:			

APPROVALS REQUIRED FOR DEPARTMENT ACTION:

	Signature	Last Name,First Name	Date
Planning & Budget Approval:			
President / Sr. VP Academic Affairs:			
VP A&F / VPs or Designee:			
General Accounting Approval:			

TREE UPDATE: General Accounting and Budget Department Only

	Updated	Signature	Last Name,First Name	Date
DEPTID_ROLLUP	☐			
DEPTID_BDM	☐			
	Emailed			
DEPT_SECURITY (HR Tree)	☐	Request sent to HR by:		

Send any questions to GeneralAcctg@uhcl.edu.
02/26/2018; 07/14/2020; Revised 04/12/2023