

MOVE UNIT TO OFFICE REQUEST

This form is used to move a unit into an electronic office so members of that office staff can work on the accounts in that unit. This request can only be approved by the unit head of the unit being moved or a unit head in the "reports to" hierarchy as shown on the GG6 screen in *DEFINE. If you have any questions, please call the Office of Accounting at 471-8802.

Fax or mail this completed form to:

Signature Desk
Office of Accounting
MAI 132/K5300
Fax: 232-3360

Date	
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Unit head of the unit being moved (not necessarily the authorized signer below):

Name	
UT EID	

Units codes to be moved:

The accounts in these units will be managed by the office manager of the electronic office supplied below:

Electronic Office	
Name of Office Manager	
Mainframe Logon ID	
Phone	
E-mail	

I understand that by signing this form, I am delegating all control of the account(s) in the above unit(s) to the office manager of the electronic office in which the unit is being moved. This includes electronic signature authority.

Authorized Signer (see GG6 in *DEFINE)

Printed Name of Authorized Signer

Office of Accounting Use Only:

Date Updated		Completed By		Contacted Dept	
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Revised 2/7/08