

# UNIT CODE UPDATE REQUEST

This form may be used to request the change of unit information or the deletion of a unit. The unit head of the unit being changed or anyone hierarchically over the unit must authorize changes. A unit head hierarchically over the head of the unit must authorize deletions. The GG6 command in \*DEFINE lists the official units above a unit code. 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

<b>Date</b>	
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<b>Unit Code</b>	
<b>Change requested:</b> New unit name, new unit head (include UT EID), delete unit, etc.	
<b>Reason for the change</b>	

**NOTE:** Changes to units which contain 26-accounts will require approval from the Office of Sponsored Projects.

**NOTE:** Units that contain accounts or inventory cannot be deleted. Units that have had any accounting transactions during a fiscal year cannot be deleted during that fiscal year.

I understand that by signing this form, I am authorizing these changes to the above unit(s).

\_\_\_\_\_  
 Authorized Signer (see GG6 in \*DEFINE)

\_\_\_\_\_  
 Printed Name of Authorized Signer

**Person to notify upon completion:**

<b>Name</b>		<b>E-mail</b>	
<b>Mainframe Logon ID</b>		<b>Phone</b>	

Office of Accounting Use Only:

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