Instructions: Complete this form to request, change or terminate an Org(anization) code. The form can also be used to add, change or terminate financial manager(s) or approval level(s) associated with the org. Send completed form to Financial Reporting via e-mail at genaccting@drexel.edu. For questions contact 215-895-0281.

Select which Chart of Accounts the Org is being requested for :

Org

New   Revision   Termination

REVISED ORGS - This section is to be completed for revised Org requests only.

Please provide Org # in the space provided:

NEW OR REVISED ORGS - Complete this section for New and Revised Orgs.

1.) **Suggested or Revised Title (Max 35 characters):**

2.) **Justification** (attach supporting documentation for new or revised):

3.) **Financial Manager:** Enter in the boxes below the name, title and ID# of the financial manager responsible for the Org:

Name: **Title:**   **ID# :**

Cost Center Financial Approver(s)

(CCR100 role provides approval authority for Concur Travel and Expense related to purchasing card transactions and out-of-pocket travel reimbursements. Each org is limited to one CCR100 role. SSR050 role provides authority up to $5K in the Journal Entry Workflow **and** also provides Requestor Plus role in Smart Source; SWR050 role will provide authority up to $5K in Smart Source **ONLY** via the Requestor Plus Role; SSR100 role provides authority up to $25K, but is unlimited if no SSR200 role is defined; SSR900 is equivalent to SSR100 or SSR200 but will not be part of Smart Source workflow and is for audit purposes only.)

Add/Delete: **Name :**   **ID#**   **Level:**

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Add/Delete: **Name :**   **ID#**   **Level:**

Add/Delete: **Name :**   **ID#**   **Level:**

Add/Delete: **Name :**   **ID#**   **Level:**

Fund Approvals

Department Head Name: **Department Head Signature:**   **Date:**

Dean/Director/Vice President Name: **Dean/Director/Vice President Signature:**   **Date:**

SVP/EVP/Provost: **SVP/EVP/Provost Signature:**   **Date:**

Comptroller's Office Use Only

Org #:   **Org Roll-up #:**   **Program Default #:**