

# TEXAS TECH

## DEPARTMENT CODE FORM

- \_\_\_ **ADD** (Complete lines 4 through 10)
- \_\_\_ **CHANGE** (Indicate in Lines 1 through 10)
- \_\_\_ **DELETE** (Complete lines 1, 2, and 11)

**CURRENT INFORMATION:**

**NEW INFORMATION:**

<b>DEPARTMENT NUMBER:</b>	1) _____
<b>DEPARTMENT NAME:</b>	2) _____
<b>DEPT MANAGER NAME:</b>	3) _____

4) _____
5) _____
6) _____
7) _____
8) _____

MAILSTOP:

LOCATION:

DEPARTMENT PHONE:

**DEPARTMENTAL ACCOUNTS:** (Attach additional sheet if necessary)

9) _____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**DIVISION:**

10) Department is included in the following division:

**Division Name:** \_\_\_\_\_

**Head of Division:** \_\_\_\_\_

**NEW DEPARTMENT:**

11) Move all employees from the deleted department to:

**Department Number:** \_\_\_\_\_

**Department Name:** \_\_\_\_\_

**APPROVAL SIGNATURES:**

\_\_\_\_\_  
Department Head/Chairperson Date

\_\_\_\_\_  
Next Level of Management Date

\_\_\_\_\_  
Director Accounting Services Date

**FOR SYSTEM COORDINATOR USE:**

\_\_\_\_\_  
TECHRIS Updated

\_\_\_\_\_  
TECHSIS Updated

\_\_\_\_\_  
TECHFIM Updated