

When it becomes necessary for a department to change organizational reporting channels, a reorganization form must be completed so that the department number may be 'dragged' from one center on the department tree and 'dropped' under the new center on the tree. **Under no circumstances should a new department number be assigned when moving to a new center.**

After appropriate approvals have been documented by both vice presidents of the old and new budget centers using the *Reorganization Transfer Authorization* form –

- 1) Budget appropriation transfers will be made by Budgets and Planning onto the budget target sheets for the agreed upon amounts recorded in the *Permanent Appropriation Budget Transfers* section of the *Reorganization Transfer Authorization* form.
- 2) Budgets and Planning will forward the form to Human Resources for notification of the move.
- 3) Human Resources will forward the form to Accounting Services where a new chart field tree will be created with changes using the effective date of July 1 of the new FY. Notification of the change will be distributed by Accounting Services via email to those units who regularly charge other units for services.
- 4) Accounting Services will forward a copy of the form to CUBS to ensure that associated reporting changes are made. The original form will be maintained as a permanent record of the reorganization in Accounting Services for a period of not less than 3 years.

