



Request to Add a New Organization (RANO)

PART I: TO BE COMPLETED BY REQUESTING DEPARTMENT

1. Originator Name: [ ] Phone: [ ]

2. Department Name: [ ]

3. Proposed Name of New Org: [ ]

4. Predecessor (Roll-up) Org Code [ ] This will be a 4-digit code - (determines approval queue)

- 5. Purpose of requesting this Org:
[ ] Track certain General Fund budget and expenditures separately
[ ] Reflect changes in the organizational hierarchy at the University
[ ] One-time use – please describe: [ ]
[ ] Other purposes – please describe: [ ]

6. Who needs viewing access to this Org? [ ]

7. Do funds need to be moved from another org? [ ] Yes Amount: [ ] [ ] No

If so, provide the Org and Account Codes: Org Code: [ ] Account Code: [ ]

8. Position Control: Will any current positions be moved to this new Org? If so, please list [ ]

Will any new positions be paid by this Org: If so, please list: [ ]

9. Approvals: Dean, Director: \_\_\_\_\_ Date: \_\_\_\_\_
Budget Office: \_\_\_\_\_ Date: \_\_\_\_\_
Provost's Office (if applicable) \_\_\_\_\_ Date: \_\_\_\_\_
Human Resources: \_\_\_\_\_ Date: \_\_\_\_\_
Controller's Office: \_\_\_\_\_ Date: \_\_\_\_\_

PART II: TO BE COMPLETED BY THE CONTROLLER'S OFFICE

Org Number: [ ][ ][ ][ ][ ] Predecessor Org: [ ][ ][ ][ ]
Effective Date: \_\_\_\_\_ Default Program Code: [ ][ ][ ]