



Grand Valley State University Procedures Manual

Section: Business and Finance **Section Number:** 301.1
Subject: Request to Add a New Organization (Org) Code
Date: June 2015

Purpose

The Request to Add a New Org (RANO) Form must be completed in full before an Org number can be assigned. Please keep one copy for your file and return the completed original to the Controller's Office, 2015 Zumberge Hall. If you have any questions regarding the RANO form, please contact the Controller's Office at 616-331-2253.

Instructions (Part I)

1. Record the originator's name and phone number.
2. Record the department name.
3. Record the Org name to be used. There are 35 character spaces available. You may abbreviate if necessary.
4. Record the rollup org code. This is a four digit code.
5. Record the purpose of this new Org.
6. List who needs viewing access to this new Org.
7. Indicate where funding is coming from.
8. List any current or new positions which will be paid for by this new org.
9. Obtain approvals. The minimum required signatures are the Dean or Director.

Part II - will be completed by the Controller's Office and a copy returned to the originator, responsible person and Dean/Director when the org number has been assigned. This form will serve as official notification that the Org has been established.