**Department Organization Change Request**

This form is used to create or update DeptID information when a change to the organizational structure occurs.   
Please complete the form, obtain approval (MPP or above), and email to Val Maijala ([vmaijala@calpoly.edu](mailto:vmaijala@calpoly.edu)).   
Requests take approximately two weeks to complete.

**Requesting Department Information:**

Contact Name -       Phone -

Department Name -

Reason for request -

**Action**

New DeptID New DeptID Name (30 char max) -

Manager Name –

Parent DeptID (rolls up to) –

Will employees be hired in this DeptID?  Yes  No

Move DeptID (Reorg) DeptID –

Current Parent DeptID –

Move to New Parent DeptID\* –

\*If new parent DeptID is in a different management area, MPP approval will be required from that area as well.

Rename DeptID DeptID –

Current DeptID Name –

New Name (30 char max) –

Inactivate DeptID(s) DeptID(s) –

*Note: when inactivating a DeptID, notify campus departments with recurring chargebacks such as ITS - telephone; Distribution Services -postage; Purchasing - P-Card default, open purchase orders; Facilities - open work orders; HR - positions; Budget - position funding.*

**Approvals – MPP or Above**

Approval Signature – Requesting Department

Name -       Signature –

Date -

Approval Signature for Reorg to New Management Area

Name -       Signature –

Date -