

COMPTROLLER POLICY MANUAL

	POLICY: CMP 204-01
	Section: 200 Departments
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	Responsible office: Comptroller
	Origination date: 01/01/2000
Subject: Additions/Changes/Deletions in Department Managers	Effective date: 01/01/2000
	Revision date: 01/27/2016

PURPOSE

To discuss the procedure for:

1. Establishing the department manager and authorized signers for a new department
2. Changing a department manager

SOURCE

University Policy

CMP 204-01: Additions/Changes/Deletions in Department Managers

University departments establish department managers and change or delete existing department managers by sending a written request to the University Budget Office, Box 4118.

The JFR will send a written request for a new or changing department manager, either via memo or email, to the Budget office. The information will then be used to update the appropriate tables in Enterprise Reporting and the web based systems.

CROSS-REFERENCES

For related information, see [CMP 202](#), Establishment of Departments.