

COMPTROLLER POLICY MANUAL

	<b>POLICY: CMP 207</b>
	Section: 200 Departments
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	Responsible office: Comptroller
	Origination date: 01/01/2000
<b>Subject: Closing of Departments</b>	Effective date: 01/01/2000
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**PURPOSE**

To discuss reviews to be performed when a university department desires to close a Department.

**SOURCES**

University policy

**CMP 207: Closing of Departments**

When a department manager desires to close a department, an e-mail must be sent to the Budget Office.

Before the e-mail is sent, any telephone lines must be deleted or moved to a new department. Coordinate the telephone changes with Information Technology Services. Any recurring expenses (i.e. payroll etc.), must be moved to a new department.

If a surplus exists, indicate the department to which the surplus should be transferred. If a deficit exists, indicate a funding source. If the responsible department manager does not indicate a funding source for a deficit, the responsible vice president or dean is responsible for indicating a funding source.