

## INSTRUCTIONS FOR THE COMPLETION OF THE ORGANIZATION CODE REQUEST FORM

1. The TTUHSC Organization Code Request form can be found on the Budget Office website at [www.ttuhs.edu/budget](http://www.ttuhs.edu/budget).
2. Please check the appropriate box in the top portion of the form.
  - a. **New Institutional Organization** – check this box if the organization being requested is a brand new department within the TTUHSC.
  - b. **New Sub-Orgn or Cost Center within an existing organization** – check this box if you are needing to break your existing department down further for the purposes of reporting or allocating expenditures at a more finite level.
    - i. If you choose this option please input your current level 5 organization code.
  - c. **Inactivate Existing Organization code** – check this box if you will no longer be using the organization code.
  - d. **Change Existing Organization code** – check this box if you are changing one of the following items on an existing organization code.
    - i. Changing the Organization Manager
    - ii. Changing the Organization Title
    - iii. Add Budget Pooling to the organization code
    - iv. Remove Budget Pooling from the organization codeIf you choose to change an existing organization code, please provide the 6 digit organization code being changed.
3. Input the organization name being requested or if you are requesting a change to the name of an existing organization code.
4. Choose the campus where this organization code is located.
5. Choose the division this organization code reports to.
6. Input the Name and Tech ID of the Organization Manager
7. If you have chosen to add a new sub-orgn or cost center, select if this organization code needs to be pooled for budget purposes.
8. Add any comments that you feel would help us understand your request.
9. Input your contact information in the event there are any questions when processing your request.
10. Click on the Submit by Email button when you are finished. This button will automatically attach your request as a PDF and generate an email to the Budget Office. Then send the email that is generated as you normally would.