

**New Department Head or Department Name Change Form**

**Change Department Head Name**

Account Number: \_\_\_\_\_

Account Name: \_\_\_\_\_

Effective Date of Change: \_\_\_\_\_

**Former Head:**

**New Head:**

MSU ID #: \_\_\_\_\_ MSU ID #: \_\_\_\_\_

Name: \_\_\_\_\_ Name: \_\_\_\_\_

**Change Department Name**

Effective Date of Change: \_\_\_\_\_

**Previous:**

Account Number: \_\_\_\_\_

Account Name: \_\_\_\_\_

**New:**

Account Number: \_\_\_\_\_

Account Name: \_\_\_\_\_

Current information can be viewed on the last page of the budget worksheet or on the department totals' screen.

Change submitted by: \_\_\_\_\_ Date: \_\_\_\_\_