

**Southeastern University
Request for New Department**

New Department Name _____

Person Requesting _____

Proposed Department Head _____

Vice President Reporting To _____

Date _____

Budget Year Effective: _____

Department Number (assigned by Business Office) _____

Program Code (assigned by Business Office) _____

Reason for new Department: _____

Southeastern University Request for New Department

PART ONE: New Department Budget Requested			
Object Code Description	Object Code	Amount of Budget Needed	Reason for Requesting Additional Budget
REVENUES (if applicable)			
Total Revenues		\$0.00	
Expenses:			Reason for Requesting Additional Budget
			Note: If requesting additional payroll, attach PSF or Request for new Employee Form
OFFICE SUPPLIES	61100		
SOFTWARE	61210		
SPEAKER-CONSULTANT FEES	61330		
SERVICE CONTRACTS	61400		
MINOR EQUIPMENT	61510		
MINOR FURNITURE	61520		
EQUIP MAINT: SUPPL-PARTS-RPRS	62600		
PRINTING	63100		
DUPLICATING/PHOTOCOPYING	63110		
POSTAGE	65110		
HOSPITALITY	66100		
OFFICE SUBSCRIP. & BOOKS	66420		
MEMBERSHIPS	66430		
MISCELLANEOUS EXPENSE	66900		
DEPARTMENTAL TRAVEL	67300		
OTHER OBJECT CODES:			
Payroll requested (if applicable)			
Total Budget Requested		\$0.00	
Net Budget Needed		\$0.00	

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Directions Top Portion

1. Fill out information at top of Request for New Department Form including new department name, person requesting new department, proposed department head, vice president of area, date and budget year effective, and reason for new department.

Directions Part One:

1. This section indicates the budget amounts being requested for the new department.
2. Fill out Revenues covering expenses for new department (if applicable). If not applicable, leave blank.
3. Fill in amount of budget being requested and corresponding object code(s) along with reason for requesting budget.
4. Include the payroll budget in the section noted 'Payroll requested', if applicable. Please attach Request for New Employee and/or PSF to form.
5. Form will automatically total the amount requested at the bottom of this section in 'Total Budget Requested' and 'Net Budget Needed'.

Directions Part Two:

1. This section indicates which department the budget is to be transferred from to cover the budget being requested. Please note that this amount when totaled must agree to 'Net Budget Needed'.
2. Fill in amount of budget being transferred to cover the amount requested indicating which specific object code(s) budget is to be transferred from.
3. Form will automatically total the amount requested at the bottom of this section in 'Total Budget Transferred'. This amount must equal the total in Part One in the box 'Net Budget Needed'.
4. Submit completed forms electronically to Budget Officer and set up meeting to review forms as needed. The Budget Officer will be available to assist in completing this form as necessary.
5. Once the form is approved by the Budget Officer, print the form for signatures and forward to Vice President(s) of new department and Vice President of department from which budget is to be transferred from. Once you have those signatures, forward signed form to Vice President of Finance and Administration for his signature.
6. If the form is approved, the VPFA will notify the person requesting the new department to pick up the signed form.
7. The person requesting the new department will make copies and return the original to the Budget Officer. Copies are to be distributed to Assistant Controller, new department head, IT, Human Resources, and others as applicable after approved by all listed in #5.