

Organizational change request (cluster/PO Origin code) for EFS

Submission of this request will result in a meeting being scheduled for the Cluster Director and a Cluster coordinator from the Controller's Office.

- ADD a new Cluster
- ADD a PO Origin code (not a new cluster)
- MERGE two or more clusters
- DELETE cluster

Cluster name	
Proposed effective date	
Affected cluster code(s)	
College	
Cluster director	
DeptIDs for which activity will be processed	
Reason for request	
Expected transaction volume	
Procurement Specialist(s)	
Voucher Preparer(s)	
Billing Specialist(s)	
Journal Preparer(s)	

<i>Dean or designee printed name</i>	<i>Approval signature</i>	<i>Date</i>
<i>RRC manager printed name</i>	<i>Approval signature</i>	<i>Date</i>