MCommunity Sponsoring Authority Change of Departments Form

U-M Information and Technology Services R1460-change form • August 2009

Date _____

Sponsoring Authority

Sponsoring Authority _____
uniqname name (please print)

Phone Number _____

Unit Authorization

We authorize these department changes for the sponsoring authority named above:

ADD these departments:

_____
print names of departments/units

_____
all department ID numbers

REMOVE these departments:

_____
print names of departments/units

_____
all department ID numbers

Unit Director _____ Date_____
uniqname name (please print) signature

Supervisor _____ Date_____
uniqname name (please print) signature

NOTE: In some cases the Unit Director and Supervisor may be the same person.

Fax form to ITS Accounts Office at (734) 647-4278.

To be completed by the ITS Accounts Office:

❑ Department changes made in MCommunity Sponsor System.
Note: *Accounts Office will need to ask MComm Ops to actually make the changes.*

❑ Sponsoring authority has been notified that the changes have been made.

Accounts Office Staff member _____ Date_____