

Alfred University

Business Office
One Saxon Drive
Alfred, NY 14802
607.871.2128
businessofc@alfred.edu

| Business Office Use Only |
|--------------------------|
| Org # _____ |

Organization (Department) Request

| | | | |
|----------------------|--------------------------|-------------|------------------------------------|
| New Org | <input type="checkbox"/> | Private | <input type="checkbox"/> |
| Change Existing | <input type="checkbox"/> | Org # _____ | Statutory <input type="checkbox"/> |
| Responsible Division | | _____ | |

| | |
|--------------|------|
| REQUESTED BY | DATE |
|--------------|------|

PEOPLE TO BE NOTIFIED

Org Name

(Maximum of 35 characters including spaces)

Purpose of Org

Financial Manager

| | |
|------|-----------|
| NAME | BANNER ID |
|------|-----------|

Business Office Use Only

| | | | |
|----------|------|------------|------|
| APPROVAL | DATE | ENTERED BY | DATE |
|----------|------|------------|------|