

Finance Systems Management	
Organization Code Edit Request	
<i>All information is required; incomplete forms will not be processed.</i>	
Users may request to edit ONLY the following:	
Org Code Title	
Financial Manager	
Hiring Org (Requires HR approval. FSM will coordinate this approval process.)	
Please provide a detailed business purpose for this request.	
Org Code Number:	
To Change Org Code Title:	
Proposed Org Code Title	
To Change Financial Manager:	
New Financial Manager	
New Financial Manager Banner ID # (9 digit id)	
Hiring Org Changes:	
Please see FastInfo #3998 for guidance on Hiring Org's.	
Add as Hiring Org?	
Remove Hiring Org?	
Requester's Name	
Requester's Email	
Requester's Phone	
Approvals – This form must be signed by a Chairperson, Dean, Director, Manager or Principal Investigator.	
Approver (Please print name)	
Approver's Signature	
Date	
Please email a scanned image to fsm@unm.edu. Or by campus mail - MSC01 1290	
<u>For FSM Use Only</u>	
Request Completed by	
Date Request Completed	
<u>For HR Use Only (Hiring Org changes only)</u>	
"Hiring Org" attribute added	
"Hiring Org" attribute removed	
Request Completed by	
Date Request Completed	
(last updated 9/2013)	