Effective Date: 06/07/2013

University of Colorado **Boulder**
Sponsored Projects Accounting (SPA)

Project Reorg Request Form

Purpose:

Use this form to request a change to the Organization to which a Sponsored Project is assigned.
Note: Reorgs take effect in the PeopleSoft Finance System during the month-end close process.

Organizational Unit Contact Information

Organizational Unit:		Contact Person:	
Campus Box:		Campus Phone:	
Date of Request:		Email Address:	

Request Details

Notes and information to assist processing. Please include a summary of what you are requesting and why a reorg is needed.

Reorg Information

Please assign the projects below to different orgs.

Sponsored Project #	Current Org #	New Org #	New Org Description (e.g., BioFrontiers Institute)

Approval Signatures

Approved by PI:

Approved by Department Chair or Director for relinquishing org. [Note: If both orgs are under the same chair or director, only his/her signature is needed, in addition to the PI.]

Approved by Department Chair or Director for receiving org. [Note: If each org is under a different chair or director, then the receiving org chair/director signature is also needed.]

Note: This form is designed for digital signatures with submission via email. If that option is not available, the form may be signed by hand and submitted via campus mail to the name and campus box below. After PeopleSoft entry, SPA keeps a copy for its records and then sends copies to OCG (ocg@colorado.edu), ABS Cost Accounting (accounting@colorado.edu), and the Provost Office Finance Manager (erin.e.foster@colorado.edu).

The organizational unit contact person is responsible to ensure that all required signatures are obtained and that the form is received by Sylvia Estrada, below.

Send completed form or direct your questions to: sylvia.estrada@colorado.edu, (303) 492-5287, 574 UCB