

Change Responsible Person on Org Request

This form may be used to request a change of the responsible person on the organization.

1. Enter the **Purpose** for making this change.
2. Enter the **Organization Number** and **Organization Name**.
3. Enter the **Current Responsible Person Banner ID** number.
4. Enter the **Current Responsible Person** name.
5. Enter the **Proposed Responsible Person Banner ID** number (nine digit number).
6. Enter the **Proposed Responsible Person** name.
7. Enter the **Name** of the person requesting this change.
8. **Signature** of the requestor.
9. Enter the **Department Name** of the person requesting this change.
10. Enter the **E-mail** address and **Phone Number** of the preparer.
11. **Dept. Head/Director/Dean** name and signature.
12. Submit request to **Accounting and Financial Reporting MSC AFR**.

New Mexico State University
Change Responsible Person on Org Request
Route to Accounting and Financial Reporting MSC AFR

1. Purpose for Change: _____

2. Organization #: _____ Organization Name: _____

3. Current Responsible Person Banner ID#: _____

4. Current Responsible Person Name: _____

5. Proposed Responsible Person Banner ID#: _____

6. Proposed Responsible Person Name: _____

7. Requested by: _____

8. Signature: _____

9. Department Name: _____

10. E-mail: _____ Phone: _____

11. Dept. Head/ Director/ Dean (Please Print): _____ Signature: _____

Business Office Use Only

Fiscal Monitor: _____	Date _____
Processed by: _____	Date _____