



Department Change Notification

Legal Changes: Changes to the fund name or purpose (use of funds) may require approval of the Foundation Board, Attorney General and the Circuit Court. Submit these requests directly to the Foundation to begin the review process.

Department Change For A Fund: To change the department for a fund, a signature from the department head of both departments (the current department and new department) are required. Any and all authorized signers previously associated with the fund from the old department will be removed and the appropriate signers for the new department will be added.

For questions please contact [Ask Accounting](#).

Prepared by (name): _____ Phone #: _____
Department: _____ Date: _____

Department Change for a Fund
* For multiple funds a separate list can be attached
Fund name and number:
Current department (name and number):
New department (name and number):

Department Name Change
Current department (name and number):
New department (name and number):

Department Closure
Name and number of closed department:
All funds administered by closed department should be transferred to which department:

APPROVED BY:

Department Head Printed Name & Title Signature Date

Department Head Printed Name & Title Signature Date

University of Oregon Foundation Printed Name & Title Signature Date
Official

UO Foundation Processing

Processed by:	FE update	Advance update
---------------	-----------	----------------