

**Reorganization –  
Moving a Departmental Unit to a New Budget Center  
Next FY Beginning Transfer**

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When it becomes necessary for a department to change organizational reporting channels, a reorganization form must be completed so that the department number may be 'dragged' from one center on the department tree and 'dropped' under the new center on the tree. Under no circumstances should a new department number be assigned when moving to a new center. After appropriate approvals have been documented by both vice presidents of the old and new budget centers using the Reorganization Transfer Authorization form –

- 1) Budget appropriation transfers will be made by Budgets and Planning onto the budget target sheets for the agreed upon amounts recorded in the Permanent Appropriation Budget Transfers section of the Reorganization Transfer Authorization form.
- 2) Budgets and Planning will forward the form to Human Resources for notification of the move.
- 3) Human Resources will forward the form to Accounting Services where a new chart field tree will be created with changes using the effective date of July 1 of the new FY. Notification of the change will be distributed by Accounting Services via email to those units who regularly charge other units for services.
- 4) Accounting Services will forward a copy of the form to CUBS to ensure that associated reporting changes are made. The original form will be maintained as a permanent record of the reorganization in Accounting Services for a period of not less than 3 years.
- 5) Budgets and Planning will forward the form to the University Registrar.

# Clemson University Business Systems Reorganization Transfer Authorization

Offices of Primary Interest:  
Place a check by your office and  
route to the next office on this list:

- Old Budget Ctr VP/ Executive
- New Budget Ctr VP/ Executive
- Budget Office
- Human Resources
- Accounting Services
- Registrar

From Budget Center: \_\_\_\_\_

Department number(s): \_\_\_\_\_

Department name(s): \_\_\_\_\_

To Budget Center: \_\_\_\_\_

Beginning Effective Date: \_\_\_\_\_

## Permanent Appropriation Budget Transfers (Funds 10, 15 & 18)

Fund	Subclass	Current Budget	Permanent Appropriation Transfer Agreement Amount
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_____ VP/Executive of Current Budget Center	_____ VP/Executive of New Budget Center
_____ Current Budget Center Representative	_____ New Budget Center Representative
_____ Executive Vice President for Academic Affairs and Provost (if applicable)	