



ROCHESTER INSTITUTE OF TECHNOLOGY

NEW OPERATING DEPARTMENT NUMBER SETUP REQUEST

NOTE: For RIT Operating Department Segment Setup requests ONLY.**

- ** For NTID Department Segment setup, contact the NTID Finance and Budget Office
For Grant PI Department Segment setup, contact Sponsored Programs Accounting

PURPOSE OF NEW DEPARTMENT SEGMENT

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Provide a brief description

SEGMENT DETAILS

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Department # (if known) Division/College Name

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ORACLE DEPARTMENT DESCRIPTION (PRINT, ALL CAPITAL LETTERS)

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Department Head

Department Head Email address

REVIEWERS AND APPROVERS

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Printed name of Financial 1st Approver ● **Required**

Printed name of Human Resources 1st Approver*

***Required only if payroll transactions will be processed**

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Printed name of Financial Reviewer (Optional)

Printed name of Human Resources Reviewer (Optional)

LIMIT AMOUNTS

Supervisor can use the Oracle *RIT Approval Limit Delegation* responsibility to delegate HR/FIN Approval Limit Amount to a 1st approver. Click here for [Instructions to Delegate Approval Limit Amounts \(ALA\)](#).

SIGNATURES

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Requestor Printed Name

Signature

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Approver Printed Name

Signature

(Department PI/Budget Head or Supervisor One level above 1st approver.)

Submit completed form via email to budget@rit.edu.

Remember to fill out an [Oracle Financial Applications Access Request Form](#) and submit to the Accounting department for those employees that you want to have access to this department number.