RIT ROCHESTER INSTITUTE OF TECHNOLOGY
NEW OPERATING DEPARTMENT NUMBER SETUP REQUEST

NOTE: **For RIT <u>Operating</u> Department Segment Setup requests <u>ONLY</u>.****

 **   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

Provide a brief description

SEGMENT DETAILS

Department # (if known)	Division/College Name

ORACLE DEPARTMENT DESCRIPTION (PRINT, ALL CAPITAL LETTERS)

Department Head	Department Head Email address

REVIEWERS AND APPROVERS

Printed name of Financial 1st Approver ● **Required**	Printed name of Human Resources 1st Approver* ***Required only if payroll transactions will be processed**

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

Requestor Printed Name	Signature

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.