MCommunity Sponsorship Administrator Change of Departments Form

U-M Information and Technology Services R1459-change form • August 2009

Date _____

Sponsorship Administrator

Sponsorship Administrator _____
uniqname name (please print)

Phone Number _____

Sponsoring Authority Authorization

I authorize these department changes for the sponsoring authority named above:

ADD these departments:

_____
print names of departments/units

_____
all department ID numbers

REMOVE these departments:

_____
print names of departments/units

_____
all department ID numbers

Sponsoring Authority _____ Date_____
uniqname name (please print) signature

Fax form to ITS Accounts Office at (734) 647-4278.

To be completed by the ITS Accounts Office:

❑ Department changes made in MCommunity Sponsor System.
Note: *Accounts Office will need to ask MComm Ops to actually make the changes.*

❑ Sponsoring authority has been notified that the changes have been made.

Accounts Office Staff member _____ Date_____