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 ________