

**NEW DEPARTMENT REQUEST or DEPT NAME CHANGE  
FOR NEW DEPARTMENTS WITHIN A FUND (ex. FUND 5050)**

<b>SECTION A (To be completed by Department requesting)</b>	
DATE OF REQUEST	
PERSON REQUESTING	
DEPARTMENT REQUESTING	
NEW DEPARTMENT OR GRANT NAME	
IF DEPT OR GRANT NAME IS BEING CHANGED, ENTER THE DEPARTMENT NUMBER	
DOES DEPARTMENT RECEIVE GRANT MONIES?	Yes      No
GRANT NUMBER ASSIGNED (IF ABOVE ANSWER IS YES)	
IS AUTHORIZED SIGNATURE AN OFFICEHOLDER/DEPARTMENT HEAD?	Yes      No
AUTHORIZED SIGNATURE	
EXPLANATION(IF APPLICABLE):	
<b>SECTION B (To be completed by County Auditor)</b>	
DATE REQUEST APPROVED	
AUDITOR'S SIGNATURE	
<b>SECTION C (To be completed by Bookkeeping in Auditor's Office)</b>	
NUMBER ASSIGNED TO DEPARTMENT	
TYPE OF DEPARTMENT	BUDGET      CASH
DATE ENTERED INTO SYSTEM	