



Establish a New Department ID

Please return to the Budget Office (fax: 4-9622, budget@admin.fsu.edu, or MC: 1360)

Complete all items. If additional space is needed to answer any of the questions below, please include an attachment or a second form. For complete instructions, see attachment. For questions, contact the Budget Office.

BUDGET OFFICE

Department ID you wish to use (6 digits)

1. Department ID Description (30 characters)
2. Short Description (10 characters)
3. Division
4. School/College
5. Area
6. Purpose/Mission of Department
7. Will this department cost-share with C&G? If yes, indicate the Project ID
8. Specify fund type to be used with this Department ID
9. This activity is related to If Other, please specify:
10. **Department Designations:** there must only be one Dean/Director/Department Head/Chair (DDDHC) and one Budget Manager. OMNI allows for up to six Authorized Signers, three Salary Preparers, and three Budget Preparers. Details of each designation can be found on the *Instructions* page.

	Name	Signature	Employee ID
DDDHC	<input type="text"/>	<input type="text"/>	<input type="text"/>
Budget Manager	<input type="text"/>	<input type="text"/>	<input type="text"/>
Authorized Signer	<input type="text"/>	<input type="text"/>	<input type="text"/>
Authorized Signer	<input type="text"/>	<input type="text"/>	<input type="text"/>
Authorized Signer	<input type="text"/>	<input type="text"/>	<input type="text"/>
Hyperion Salary Preparer	<input type="text"/>	<input type="text"/>	<input type="text"/>
Hyperion Salary Preparer	<input type="text"/>	<input type="text"/>	<input type="text"/>
Hyperion Salary Preparer	<input type="text"/>	<input type="text"/>	<input type="text"/>
Hyperion Budget Preparer	<input type="text"/>	<input type="text"/>	<input type="text"/>
Hyperion Budget Preparer	<input type="text"/>	<input type="text"/>	<input type="text"/>
Hyperion Budget Preparer	<input type="text"/>	<input type="text"/>	<input type="text"/>

11. Contact Person for this Update Phone#

Foundation Approval

Budget Office Use Only			
Processed By	<input type="text"/>	Date	<input type="text"/>
Functional Class	<input type="text"/>	Waiver	<input type="text"/>
PCS Code	<input type="text"/>	CIP Code	<input type="text"/>