

University of Miami
**Request to Move Account Numbers or Delete Accounts when a Department is
inactivated or combined with another department**

(Print form and submit to Luis Dongo, Controller's Office, 150 Gables One Tower, Coral Gables Campus, locator 2912. In lieu of completing the attached form, send an email to Luis Dongo at ldongo@miami.edu including all the information requested below).

Please inactivate the department name and number shown below effective on

1. Department Name to be inactivated:

2. Corresponding Department Number (five digits):

3. For departments to be inactivated, specify the disposition of existing account numbers:

<u>Account Number</u>	<u>Disposition</u>	
	Enter department # to which account will be transferred :	or enter DELETE (account balances must be zero) :
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

4. Complete a new PEF for each person assigned to the above accounts, indicating the new department number to be provided by the Controller's Office.

Note: to add new accounts go to <http://www.miami.edu/controller> and click on FORMS to find account create forms.

Date: **Signature:** _____

Title: **Name:**

Phone number: **Email address:**