

## Request to Change the Budget Unit Director of a Budget

Submit this form to add/delete individuals as listed in Banner as the Budget Unit Director.

This authority will only be granted to Old Dominion University employees.

The individual approving this request must be the current outgoing BUD, the supervisor of the new BUD, or an official BUD Delegate.

**Please send the completed form to [budrequest@odu.edu](mailto:budrequest@odu.edu).**

|                        |  |                    |  |      |  |
|------------------------|--|--------------------|--|------|--|
| Request Date           |  | Budget Code(s)     |  |      |  |
| Requestor Printed Name |  | Requestor Title    |  |      |  |
| Approver Name          |  | Approver Signature |  | Date |  |

Please **add** the following individual as the Budget Unit Director and signatory for the specified budget code(s).

|              |     |       |   |               |
|--------------|-----|-------|---|---------------|
| Printed Name | UIN | Title | Position  | Campus Tel #: |
|              |     |       | <input type="checkbox"/> BUD<br><input type="checkbox"/> BUD Delegate |               |

Please **delete** the following individual as the Budget Unit Director and signatory for the specified budget code(s).

|              |     |       |  |               |
|--------------|-----|-------|--|---------------|
| Printed Name | UIN | Title | Position   | Campus Tel #: |
|              |     |       | <input type="checkbox"/> BUD<br><input type="checkbox"/> BUD Delegate<br><input type="checkbox"/> Remove Signature Authority |               |

|                                   |      |
|-----------------------------------|------|
| Finance Systems Manager Signature | Date |
|                                   |      |

