

STRUCTURE POINT CHANGE REQUEST

Move Summary Point - Fill in Point with Summary Point Number to be moved and Parent Point with the new Parent Point to be moved to, Leave Name Blank.

Move Department Fund - Fill in Point with Department Fund to be moved, Parent Point with new Parent Point to be moved to, Leave Name Blank.

New Summary Point - Leave Point Blank, Fill in Name with New Summary Point's Name, Parent Point with New Summary Point's Parent.

Rename Summary Point - Fill in Point with Summary Point Number to be Renamed and Name with the Corrected Name, Leave Parent Blank.

ACTION

POINT / DEPTFUND

NAME

PARENT POINT

Department Signature (Optional)

Authorizing Signature (Budget Office / Controller / CGA)