

Request to Change the Budget Unit Director of a Budget

Submit this form to add/delete individuals listed in Banner as the Budget Unit Director and signatory for the specified budget code(s).

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.

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: #
			BUD BUD Delegate	

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

Printed Name	UIN	Title	Position	Campus Tel: #
			BUD BUD Delegate Remove signature authority	

Submit this form to budrequest@odu.edu.