

## Request to Update ORG Directory Information

ORG/Department information is displayed in the Campus Directory and is used in various business processes across the University, but is stored in one central database. Each ORG/Department has one title, address, phone number and a single ORG Head who is ultimately responsible for the department's business transactions including financial and personnel transactions.

To change any of these four elements, please complete and fax this document to 581-7541, ATTN: Sandy Hughes, or send an email to [sandy.hughes@utah.edu](mailto:sandy.hughes@utah.edu) with the following information:

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ORG ID #:

Information entered below will replace existing data.  
Only enter data in the yellow boxes you wish to have updated!

Title:   
*(max 30 characters)*

Phone #:

Address:   
*(ten digit location code if known or street address if ten digit code is unknown)*

ORG Head  
Empl ID:

Name:



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**BUDGET & INSTITUTIONAL ANALYSIS**  
THE UNIVERSITY OF UTAH