

WBS Element Change Form (Sponsored Projects Only)

This form must be completed to request changes to Sponsored Projects. You only need to enter information for attributes you want to change. If you have any questions, contact the Sponsored Projects Accounting Office at 974-2591. Please send the form to the VC - Budget and Finance Office at 407 AHT.

Person Completing Form: _____ Phone No: _____

WBS Element Number _____ Do you want to close the WBS Element? Yes No

<u>Attribute</u>	<u>Current Attribute Data</u>	<u>Requested Change</u>
Short Name (20 Characters)	_____	_____
Long Name (40 Characters)	_____	_____
*Responsible Person Name	_____	_____
*Responsible Person PERNR	_____	_____
PI Name	_____	_____
PI PERNR	_____	_____
*Bookkeeper Name	_____	_____
*Bookkeeper PERNR	_____	_____
*Funds Center	_____	_____
College	_____	_____
Department	_____	_____
MOU Reporting Area	_____	_____

Dean/Director Code _____

REQUIRED EXPLANATION: Please provide a brief explanation addressing the reason for the requested change and attach any supporting documentation.

*You only need to fill out one form for multiple fund center or multiple name changes. A list of the changes can be attached. For multiple responsible person or bookkeeper changes, please email a spreadsheet to aatkins1@utk.edu along with sending a signed form to the campus business office.

Chief Business Officer

Sponsored Projects Accounting