

Personnel GL Account Change Form

Employee Name

Employee ID No.

Change From:

GL Account Number	Percentage	Period

Change To:

GL Account Number	Percentage	Period

Principal Investigator (Grant Accounts Only)	Date
Dean/Director	Date
Office of Grants and Contract Accounting (Grant Accounts Only)	Date
Budget Officer (Basic Budget Accounts Only)	Date

Note: This form is to be used to change data related to a fully executed contract. The information contained here may not be used to either initiate or terminate employment. A copy of the contract must be attached to this form for processing. Please obtain all required signatures before submission to the Office of Human Resources.