DEPARTMENTAL AUTHORIZATION LIST
DDC/RFO/SBA DELEGATION & CHANGE REQUEST FORM

Authority requested for:

Last Name:	**First Name:**	**MI:**	**UCFID:** *(formerly EMPLID)*
Email:	**Phone:**	**Fax:**	**Eff. Date:**
Dept/Proj Name:		**Dept/Proj #:**	
Location Code: *(Decal# on your office door)*	**Address:**		**Zip+4:**

Requested Action: ☐ Delegate DDC ☐ Change DDC ☐ Change RFO
☐ Assign SBA ☐ Change SBA Journal Source: _____

Request a DDC/RFO/SBA status change by checking the appropriate box above and completing the information below. **Note**: Assignment of the Responsible Fiscal Officer (RFO) status requires the signature of your Dean, Director, or Chair (DDC). Assignment of DDC status requires the signature of the DDC's supervisor. Delegation of the DDC role to a senior member of your department or college requires the signature of the current DDC. Assignment of a Standard Budget Approver (SBA) requires the signature of the Organizational Unit authority.

Dept/Proj #	Dept/Proj Name	Name

(attach additional sheet if necessary)

Approved by: _____
Signature of Dean/Director/Chair or DDC's Supervisor* Printed Name Date
Organizational unit authority for SBA only

_____
Email Phone Department ID#

*Finance and Accounting will accept an email from the DDC's supervisor, typically at the VP level, in lieu of or accompanying this form.

Please sign the completed form and email to fntrain@ucf.edu, or fax it to (407) 882-1211.

F&A Form: 41-960 (04/01/2015)