

**University of Pennsylvania**  
**Request to Create/Change PROGRAM (PROG)**

\_\_\_\_\_ **Add New PROG**  
*fill in all sections*

\_\_\_\_\_ **Change Existing PROG**  
*PROG #, Name, & Description*

\_\_\_\_\_ **Disable Existing PROG**  
*PROG # & Description*

**PROG #:** \_\_\_\_\_

**Parent PROG #:** \_\_\_\_\_ *(default is "PROG")* **If changing parent, old parent was:** \_\_\_\_\_

**PROG Name:** *(60 characters, mixed case)*

\_\_\_\_\_

**PROG Short Name:** *(15 characters, All Caps)*

\_\_\_\_\_

**Description of new PROG or nature of existing PROG:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Approvals:**

**Person Initiating**

**Senior Business Administrator of School/Center**

Address: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_

\_\_\_\_\_

Fax: \_\_\_\_\_

\_\_\_\_\_

Email: \_\_\_\_\_

\_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_

For help in completing form, consult with **Fran Seidita** at (215) 898-6651 or [seidita@upenn.edu](mailto:seidita@upenn.edu)

Return completed form to:  
**Financial Systems**  
**319 Franklin Building/6284**  
[benadmin@lists.upenn.edu](mailto:benadmin@lists.upenn.edu)