

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

Return completed form to:
Financial Systems
319 Franklin Building/6284
benadmin@lists.upenn.edu