

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# and 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 change to existing PROG

Approvals:

Person Initiating

Senior Business Administrator of School/Center

Address: _____

Phone: _____

Fax: _____

Email: _____

Date: _____

For help in completing form, consult with Francesca Seidita at (215) 898-6651 or seidita@pobox.upenn.edu.
Submit completed forms to Financial Systems, Franklin Building #319/6284 or benadmin@lists.upenn.edu.