



# Responsible Person Change

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in Aggie  
Service Desk](#)

## SECTION 1: REQUESTOR INFORMATION

Date (mm/dd/yyyy): \_\_\_\_\_ Requestor Name: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Department: \_\_\_\_\_ Campus Box: \_\_\_\_\_

## SECTION 2: REQUEST DETAILS

Change Responsible Person on a  Fund or  Organization

1. Reason for change: \_\_\_\_\_

2. Fund / Org #: \_\_\_\_\_ Fund / Org Name: \_\_\_\_\_

3. Current Responsible Person Aggie ID#: \_\_\_\_\_

4. Current Responsible Person Name: \_\_\_\_\_

5. Proposed Responsible Person Aggie ID#: \_\_\_\_\_

6. Proposed Responsible Person Name: \_\_\_\_\_

7. Requested by: \_\_\_\_\_

8. Signature: \_\_\_\_\_

9. Department Name: \_\_\_\_\_

10. E-mail: \_\_\_\_\_ Phone: \_\_\_\_\_

11. Dept. Head/Director/Dean (please print): \_\_\_\_\_

Signature: \_\_\_\_\_

## SECTION 3: INTERNAL DEPARTMENT USE ONLY

Reviewed and Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

Processed by: \_\_\_\_\_ Date: \_\_\_\_\_