



Title Change (Index/Fund/Org*/Acct/Prgm/Activity)

[Enter a ticket in Aggie Service Desk](#)

*Form can be used only for Non-Hiring Org title changes.

SECTION 1: REQUESTOR INFORMATION

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

Phone: _____ Department: _____ Campus Box: _____

SECTION 2: REQUEST DETAILS

1. **Index:** _____
Current Title: _____ New Title: _____
Purpose for changing title: _____

2. **Fund:** _____
Current Title: _____ New Title: _____
Purpose for changing title: _____

3. **Non-Hiring Org:** _____
Current Title: _____ New Title: _____
Purpose for changing title: _____

4. **Account:** _____
Current Title: _____ New Title: _____
Purpose for changing title: _____

5. **Program:** _____
Current Title: _____ New Title: _____
Purpose for changing title: _____

6. **Activity:** _____
Current Title: _____ New Title: _____
Purpose for changing title: _____

SECTION 3: APPROVAL

7. Printed Name: _____ Signature: _____ Date: _____

Principal Investigator Dean/VP/CC President Designee

For Aggie Service Center Units Dept Head/Dir Principal Investigator

SECTION 4: REVIEW AND APPROVAL

Printed Name: _____ Signature: _____ Date: _____

SECTION 5: INTERNAL DEPARTMENT USE ONLY

Processed by: _____ Date: _____

Reset