



REQUEST TO CHANGE KEY PERSONNEL ON A PROJECT

General Campus Use

Please use this form to request the change of key personnel on a project within Oracle. Each field in **bold** is a required field. If you have any questions regarding this process, please email AdminDocs@acs.caltech.edu.

Requestor's Name:

Requestor's E-mail:

Phone or Extension:

Project Number:

Project Name:

Project Manager (PI):

Project Manager E-mail:

Project Manager Approval: _____

Key Personnel's Name	Add	Remove	Project Role		Effective Date Day-Month-Year
			Project Manager	Administrative Assistant	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

If you would like these people to have access to Project Data, please complete the **Request for Financial Data Access – WEBSTER & OGM** form.

After completing this form, forward to the cognizant Office of Financial Services (Institute Finance, Institute Reporting, or Project Accounting) for approval and data entry.

OFFICE OF FINANCIAL SERVICES USE ONLY			
Approved By:	_____	Date:	_____
Entered By:	_____	Date:	_____
<p>OFFICE OF FINANCIAL SERVICES: Please forward this form to ATC Information Security at Mail Code 1-10.</p>			