



Send completed form by FAX: 416-978-5572 OR email: fast.help@utoronto.ca

IO Number or IO Group:

1. ADMINISTRATIVE DATA

Contact Person: _____

Email Address: _____ Date: _____

CC Manager (AMS Userid): _____ Phone: _____

Faculty / Division: _____

Address: _____

2. CHANGE INTERNAL ORDER NAME / SETTLEMENT

IO Name: *Enter the Internal Order Name Maximum characters, including spaces = 40* _____

100% Settlement? : Yes No

Enter the Settlement Cost Center(s) and the corresponding allocations below.

Settlement Cost Center (CC)	Settlement %	Settlement Cost Center (CC)	Settlement %

3. CHANGE IO GROUP DESCRIPTION

IO Group Description: *Enter the Description for the NEW IO Group(Maximum characters, including spaces = 40)* _____

4. MOVE IO(s) TO NEW GROUP

Internal Order Number	Old IO Group	New IO Group

5. CHANGE LINKING TABLE INFORMATION

(For Planning/Budget purposes)

Current Funds Center: _____ New Funds Center: _____

6. AUTHORIZATIONS

Applicant Name _____ Manager Name _____

Signature _____ Signature _____

FOR ADMINISTRATIVE USE ONLY

Assigned by: _____ Faculty/Division Notified:

Date: _____ Date: _____