

UNIVERSITY OF TORONTO

Financial Advisory Services & Training Financial Services Department A Division of Business Affairs

REQUISITION - CHANGE FIS MASTER RECORD Internal Order (IO) or Internal Order Group

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

		IO Number or I	O Group:		
1. ADMINISTRATIVE DATA					
Contact Person:					
Email Address:			Date:		
CC Manager (AMS Userid):	Phone:				
Faculty / Division:					
Address:					
2. CHANGE INTERNAL ORE	DER NAME / S	ETTLEMENT			
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 I	O Group	New IO Group		
5. CHANGE LINKING TABLE (For Planning/Budge	E INFORMAT t purposess)	ION			
Current Funds Center: New Funds Center:					
6. AUTHORIZATIONS					
Applicant Name Manager Name					
Ciarra a truma			Cignoturo		
Signature Signature FOR ADMINISTRATIVE USE ONLY					
Assigned by:					
Date:			Date:		