

**SEATTLE UNIVERSITY**  
**Request to Update Organizational Hierarchy**

A Request to Update Organizational Hierarchy (RUOH) form prompts the University Budget Office to determine the need for an official Change to Organizational Hierarchy (COH) form. The UBO will work with the Requestor and appropriate Financial Manager as designated in the Organizational Hierarchy to develop and authorize the COH form.

Note that this form is not to be used to update GL Activity attributes. The Change to Established Activity Attribute (CEAA) form provides for these updates and is available on the [Controller's Office website](#).

**Requestor:**       **Date (MM/DD/YY):**

**Change Request:** Select all that apply

- Rename an Organizational Hierarchy Component
- Establish a New Organizational Hierarchy Component
- Closing an Organizational Hierarchy Component
- Change Financial Manager or Administrator (excludes Activity Manager)
- Other Organizational Hierarchy Adjustment

**Explain how you would like the Organizational Hierarchy to be changed:**

A change to the Organizational Hierarchy may require revision of numerous data systems over a number of days depending on the complexity of the requested change.

When do you want this change to become effective? (MM/DD/YY):

**Please return the completed RUOH form to the University Budget Office at [ubo@seattleu.edu](mailto:ubo@seattleu.edu).**

**UBO USE ONLY**

**Status:**

Rescinded by Requestor      Date (MM/DD/YY):

Authorization Denied By:       Date (MM/DD/YY):

Developed into Approved COH Form: