



UNIVERSITY OF OREGON
FOUNDATION

Department Change Notification

Legal Changes: Changes to the fund name or purpose (use of funds requires approval of the Foundation Board, Attorney General and the Circuit Court. Submit these requests directly to UO Donor Relations to begin the review process.

Authorized Signer Changes: The Signature Verification Form should be used to change the designated authorized signers.

For questions please contact MaryAnn Swanson at 541.302.0315, Hilary Hefferlin 541.302.0294, or Dala Gant 541.346.0496.

Prepared by (name)
Department

Phone #
Date

Department Name Change

Name of department:

New department name:

Current department name:

Change in Department Reporting

Current division/unit reporting to:

New division/unit reporting to:

Department Closure

Name of closed department:

All equities administered by closed department should be transferred to:

APPROVED BY:

Authorized signer for department

Date

Dean (if different)

Date

University of Oregon Foundation Official

Date

UO Foundation Processing

Processed by:	IFAS update	BEN update
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