Request a New Department in Spectrum/OneUSG

(Georgia State University use only)

Department Number: _____   Business Unit: _____

Department Name: _____

Approval Level #1

Name: _____ Employee ID: _____

Approval Level #2

Name: _____ Employee ID: _____

Approval Level #3 (Optional)

Name: _____ Employee ID: _____

Requested by: _____ Date: _____

(B&P use only)

Completed by: _____ Forwarded to Spectrum Team on: _____