



Planning and Budgeting Brief

Date Prepared: May 14, 2009

Subject: **Organization Code Additions/Changes**

This brief provides guidelines for setting up, changing or closing organization (“org”) codes.

Setting up new organization codes

To request a new org code, please fill out the [Organization Code Request Form](#) and send it to orgcode@u.washington.edu.

Changes to organization codes

To request changes to an existing org code (e.g., name, purge flag or box number), please fill out the [Organization Code Change Form](#) and send it to orgcode@u.washington.edu.

Purge flags indicate whether budgets can be attached to an org code, or whether the org code is set to be purged at the end of the biennium.

Flag 1 = Org code is closed and will be purged at biennium end (see “Closing of organization codes,” below)

Flag 2 = Budgets can not be attached to org code, but org code is active and will not be purged at biennium end

Closing of organization codes

To close an org code (i.e. set purge flag to “1”), please fill out the [Organization Code Change Form](#) and send it to orgcode@u.washington.edu. Please ensure the following requirements are met before making your request:

- Org code is level 5 (division) or level 6 (subdivision). Org codes at level 4 (department) and above are established and approved by the Regents
 - Org code does not have budgets attached to it
 - Org code is not a “parent” (i.e. a higher-level org code in relation to other active org codes)
 - Org code is not active in any other offices/systems (SIMS, payroll, procurement, equipment inventory and/or insurance)
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Questions or issues concerning these guidelines should be sent to orgcode@u.washington.edu.