

SEATTLE UNIVERSITY
Change to Activity Financial Manager (CAFM) Form

The designation of a single Financial Manager for every Activity is crucial to university operations. The Change to Activity Financial Manager (CAFM) Form may be submitted to the University Budget Office (UBO) by any member of the SU community, provided that it has been approved by the appropriate Reporting Unit Financial Manager. The UBO strongly recommends that users review the Organizational Hierarchy reports available on [InformSU](#) to ensure a full understanding of the scope of oversight provided by the Activity Financial Manager. The CAFM Form may take up to five business days to process once a fully approved form has been e-mailed to the UBO (ubo@seattleu.edu).

Current Activity Financial Manager

Name (First & Last):
SU e-mail address: @seattleu.edu

Update

One-to-One Replacement: Replace the Current Activity Manager with the New Activity Financial Manager for all related Activities

New Activity Financial Manager

Name (First & Last):
SU e-mail address: @seattleu.edu

Varied Replacement: Replace the Current Activity Manager with the New Activity Financial Manager as indicated below

<u>Activity (6 digits)</u>	<u>New Activity Financial Manager</u>
<input type="text"/>	SU e-mail address: <input type="text"/> @seattleu.edu
<input type="text"/>	SU e-mail address: <input type="text"/> @seattleu.edu
<input type="text"/>	SU e-mail address: <input type="text"/> @seattleu.edu
<input type="text"/>	SU e-mail address: <input type="text"/> @seattleu.edu
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<input type="text"/>	SU e-mail address: <input type="text"/> @seattleu.edu

Authorizer - Reporting Unit Financial Manager or School/College/Major Area Administrator

Name (First & Last):
Reporting Unit Code (5 digits) Electronic Signature:

UBO USE ONLY	
COH ID: <input type="text"/>	Completion Date: <input type="text"/>