Request to Inactivate Operating Units

Inactive operating units are removed from unit summary reports.

Items to Consider prior to Inactivating an Operating Unit

Requestor Initials

Asset, liability and total net asset accounts have a zero balance (run BOb Balance query: **Balance-Optional Prompts **) for the Operating Units listed below.

_____

There are no capital assets assigned to these Operating Units (run BOb Assets query: "AM - Assets Optional Prompts). Any capital assets assigned to these Operating Units must be reassigned on the PeopleSoft Asset Management system through Ben Wake (ben_wake@byu.edu, 2-9766, C-249 ASB) prior to inactivation.

_____

Budget Office has approved the Operating Unit inactivation for Fund 11 or 20 operating units that have budget available balances in the budget categories (salaries wages and benefits, capital equipment/software, computer services, supplies, and travel).

_____

Reassignment of revenue/expenditure account balances has been considered. Total net assets must have a zero balance after all reassignments (beginning net assets plus YTD or PTD revenues and expenditures).

_____

There are no open purchase requisitions or purchase orders (encumbrances) associated with these Operating Units (run BOb Encumbrance query: "Open Encumbrance - Optional Prompts")

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Verify with the HR department representative there are no employees being paid on the Operating Units listed below.

_____

There are no outstanding or reoccuring charges associated with these Operating Units (physical facilities, copy center, print services, courier and mail services, telephone, etc….).

_____

Operating Unit	Description	Requestor
_____	_____	_____
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Controller Approval: _____

Date: _____

Operating Unit Inactivation Completed: _____