



Request For Change (RFC) Form Instructions

TO BE FILLED OUT BY DEPARTMENT REQUESTOR PRIOR TO DEPARTMENT APPROVER REVIEW & APPROVAL

- 1) RFC Name:** A short title which identifies the request for change.
- 2) Requesting Department:** The name of your department. Please no acronyms.
- 3) Requestor's Name:** Your name.
- 4) Requestor's Email:** Your email address.
- 5) Requested Implementation Date:** The date for when you need this change implemented.
- 6) Description:** Please provide a short paragraph describing your department's change request.
- 7a) Business Reason:** Please select at least one business reason for your department's change request from the list and provide details under Explanation.
- 7b) Explanation:** Please provide details to all of the business reasons you chose from the list.
- 8) Business Justification:** Please provide a business justification for your department's change request.
- 9) Business Risks:** Please describe the risks to your business if your department's change request is **not** implemented by your department's Requested Implementation Date (examples: increase in manual processes, efficiency loss, etc.).
- 10) Business Benefits:** Please describe the benefits to your business if department's change request is implemented by your department's Requested Implementation Date (examples: reduction of manual processes, efficiency gains, etc.).
- 11) Work Around:** Please provide details on the work around, including number of people involved in the process.
- 12) Additional Information:** Please provide any additional information on alternatives considered and/or additional details you feel FI\$Cal needs to be aware of (examples: positive or negative impact to other departments, etc.).



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TO BE FILLED OUT BY DEPARTMENT APPROVER (DAD) PRIOR TO SUBMISSION TO FI\$CAL SERVICE CENTER (FSC)

1) Do you approve this RFC for submission? Before approving this RFC on behalf of your department, please ensure the form is filled out completely, this change is not duplicative of a previous request, and this request makes viable business sense.

2) Department Approver's (DAD's) Name: The name of your department's approver (DAD).

3) Department Approver's (DAD's) Email: The email address of your department's approver (DAD).