

**DIRECTIONS**

- 1) Department enters data into FOAP Change Form
- 2) Department routes completed form to Fiscal.
- 3) Fiscal verifies FOAP accuracy.
- 4) Fiscal routes form to HR for Banner entry.

**Note to Departments:** Please contact HR for questions regarding position numbers, and please retain a copy of this form for your records.

Name: _____	M00# _____	Position # _____																													
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