

REQUESTING NEW ORIGIN CODES

NORTH DAKOTA OFFICE OF MANAGEMENT AND BUDGET
 SFN 59189 (8-2009)

The 3-digit code cannot be changed or deleted; only the description and short name can be changed. If you want to discontinue using an origin code, change the description to something like “DO NOT USE” or “INACTIVE.”

New origin code

Change the following origin code

Name of Agency:
Business Unit:
3-digit numeric identifier:

(alpha characters are possible, but not recommended by OMB)

Full description of origin code:
Short Description (10 character limit):

The origin codes must also be set up in security in order for requisitions and purchase orders to process through approval workflow. Your agency’s IT security requester should complete the following fields before submitting this form to the OMB Vendor Registry Office.

List the user IDS of the individuals that will approve the POs or Requisitions using this origin code.	<u>User IDs in PeopleSoft security:</u>
(These users will have the letters “WF” in the role name; i.e. NDC_WF_ALL_REQ_APPROVER or one of the NDS_WF_ALL_PO_APPRV roles.)	

****Be sure to include any individuals that provide backup approval for this origin code.****

Signature of agency personnel authorized for PeopleSoft security approval:

Signature

Date