STATE OF IDAHO - STARS
ORGANIZATION STRUCTURE MAINTENANCE FORM

AGENCY NAME	AGENCY CODE	CONTACT NAME	PHONE #	DATE

INSTRUCTIONS:

- Table ID Number – Enter the two-digit table ID number you are setting up. (EXAMPLE: 03 to set up a Division, 04 to set up a Bureau, 05 to set up a Section, and 06 to set up a Unit.)
- Fill out the information only to the field you are setting up. (EXAMPLE: If you are setting up a Bureau, enter the table ID number, the agency code, the Division, and the Bureau.)
- Before you can set up a structure, you must have the structure before it set up. (EXAMPLE: To set up a Section, you must have the Division and Bureau set up.)

TABLE ID NO	AGENCY CODE	DIVISION (table 03)	BUREAU (table 04)	SECTION (table 05)	UNIT (table 06)	TITLE
2-digit	3-digit	2-digit	2-digit	2-digit	2-digit	Up to 50 characters

NOTE: If you are only adding a Section or Unit, DFM does not have to approve this form. You can send it directly to SCO.

AGENCY APPROVAL: _____   DATE: _____

DIVISION OF
FINANCIAL MGMT: _____   DATE: _____

AFTER APPROVED, SEND TO THE STATE CONTROLLERS OFFICE - STATEWIDE ACCOUNTING FOR UPDATE.