|  |  |  |  |
| --- | --- | --- | --- |
| **NOTIFICATION OF CHANGE** | | | |
| **Area/Location:** |  | **Initiator:** |  |
| **Sponsor:** |  | **Date:** |  |
| **DESCRIPTION OF CHANGE** *(What are you changing?)* | | | |
|  | | | |
| **PURPOSE OF CHANGE** *(Why are the changes needed and what are the benefits?)* | | | |
|  | | | |
| **WHO WILL BE MAKING THE CHANGE:** | | | |
| ***\*\*PRINT NAMES OF DEPARTMENTS OR ASSOCIATES THAT IMPLEMENTED CHANGE\*\****   |  |  |  |  |  | | --- | --- | --- | --- | --- | |  |  |  |  |  | | | | |
| **WHO WILL BE AFFECTED BY THE CHANGE:** | | | |
| ***\*\*PRINT NAMES OF ASSOCIATES AFFECTED BY THIS CHANGE\*\****   |  |  |  |  |  | | --- | --- | --- | --- | --- | |  |  |  |  |  | |  |  |  |  |  | |  |  |  |  |  | |  |  |  |  |  | |  |  |  |  |  | |  |  |  |  |  | |  |  |  |  |  | | | | |
| **COMMENTS:** | | | |