

Cost Center Action Form

Effective date of action:

Action requested (check appropriate boxes):

- Inactivate cost center
 Create cost center (use existing chartfield values) **AND** Replaces existing cost center
 Create cost center (new chartfield value(s) required) **AND** Replaces existing cost center
 Create/change Cost Center Manager as follows: Empl ID: Manager Name:

Source of funds for new cost centers:

Use of funds for new cost centers:

Comments (optional):

	Create/inactivate	Chartfield description (optional)	Cost center to be replaced (If replacing existing cost center)
Business Unit	<input style="width: 80px;" type="text"/>	<input style="width: 280px;" type="text"/>	<input style="width: 70px;" type="text"/>
Fund	<input style="width: 80px;" type="text"/>	<input style="width: 280px;" type="text"/>	<input style="width: 70px;" type="text"/>
Dept ID	<input style="width: 80px;" type="text"/>	<input style="width: 280px;" type="text"/>	<input style="width: 70px;" type="text"/>
Program	<input style="width: 80px;" type="text"/>	<input style="width: 280px;" type="text"/>	<input style="width: 70px;" type="text"/>
Project ID	<input style="width: 80px;" type="text"/>	<input style="width: 280px;" type="text"/>	<input style="width: 70px;" type="text"/>

Attachments (check all that apply):

- Request(s) for creating chartfield, if applicable (new fund, dept, program, or project)
 To inactivate attach current period reports 1074-1 and 1074-6.
 Verify the following on the attached reports:
 Original budget (base budget) is zero
 All commitments are zero
 Asset and liability account balances are zero
 Total of all fund equity accounts are zero
 Other supporting documents. Describe:

College/Division Approval:

	Name	Phone	Date Form is Completed
Initiator:	<input style="width: 180px;" type="text"/>	<input style="width: 80px;" type="text"/>	<input style="width: 100px;" type="text"/>

College/Division Admin:	<input style="width: 180px;" type="text"/>	<input style="width: 80px;" type="text"/>
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Note: Completed form and attachments must be emailed to the Budget Office by the College/Division Administrator.

Budget Office Action:

	Date Action is Completed
Budget Office Employee:	<input style="width: 80px;" type="text"/>

SpeedType for New Cost Center:

PCA Code USAS Program Code