



The Request for Cost Center Action is the form used to modify a cost center. Remember to only complete what is to be modified.

To modify an existing Cost Center:

Department

1. Check the box to indicate what kind of modification is to be done. The choices are:
 - Modify the Program Name
 - Modify the Program Manager
 - Modify the Overall Amount
 - Modify the Project Dates
 - Modify the Project Manager
2. If the Program Name is to be modified, enter the Program value the modification applies to and the new Program Name (name of the cost center) in the Program Description field. The maximum is 30 characters.
3. If the Program Manager is to be modified, enter the Program the modification applies to, then the new primary signature authority in the Program Manager field. The format is LAST NAME,FIRST NAME.
4. If the Project Dates are to be updated, enter the Project ID the modification applies to and then the new Project Start and/or End Dates in the fields.
5. If the Project Manager is to be updated, enter the Project ID the modification applies to and then the new primary signature authority for the Project in the Project Manager field.
6. Obtain the Business Administrator signature and forward to Finance for approval for Program Modifies. Obtain the new Primary Signature Authority signature also if the modification is for new Program or Project Manager.

General Accounting

7. Modify Program fields in PeopleSoft. Navigate as follows:
 - SETUP FINANCIALS/SUPPLY CHAIN – COMMON DEFINITIONS – DESIGN CHARTFIELDS – DEFINE VALUES – CHARTFIELD VALUES - PROGRAM

Refer to the Data Entry Instructions for updating



Program in PeopleSoft.

8. Modify Project fields in PeopleSoft. Navigate as follows:
 - SETUP FINANCIALS/SUPPLY CHAIN – COMMON DEFINITIONS – DESIGN CHARTFIELDS – DEFINE VALUES – CHARTFIELD VALUES – PROJECTRefer to the Data Entry Instructions for updating Project in PeopleSoft.
9. Approve and file the form in the binder labeled Cost Center Modifications by the Business Administrator.