REQUEST FOR COST CENTER ACTION FORM

University of Houston Clear Lake

EFFECTIVE DATE: _____

Cost Center:	Program:	Project:	Item Type:
Create New Cost Center	Create New Program	Create New Project	Create New Item Type
Replace CC Speed Type:	Modify Program Name	Modify Project Name	Modify Item Type
Activate Existing Cost		Modify Project Dates	
Inactivate Cost Center		Modify Overall Amount	
Modify Program/Cost Center/Project Manager			

Speed Type: _____ (if pre-existing cost center)

Source of Funds: Required: Provide complete description & include fund code

Use of Funds: Required: Provide complete description

(Required)

Dept ID: **C**

(Required for Modify and Inactivate)

Program/Cost Center/Project Manager:

(Required)

(Required) Last Name, First Name

EMPL ID: **Name:**

Program:

(Required) 30 character

Program Description:

Complete for Project Cost Center

(Required for Modify and Inactivate)   (Required) 30 character maximum

Project ID: **Project Description:**

(Required for Create)   (Required for Create or Modify)

Budget Key: **Overall Amount:**   **.**

(Required for Create or Modify)   (Required for Create or Modify)

M	M	D	D	Y	Y	Y	Y

Project Start Date:

M	M	D	D	Y	Y	Y	Y

Project End Date:

Business Administrator Signature:

Type Name and Date: _____

Primary Signature Authority Signature:

(Not Required for Inactivations)   Type Name and Date: _____

OSP Signature Required for Ledger 5:

Type Name and Date: _____

General Accounting and Office of Sponsored Programs Use Only

Data below filled out by:	Initials Date

NACUBO EXPENSE FUNCTION:

(A) Instruction	(C) Public Service	(E) Student Services	(G) Physical Plant	(I) Auxiliary Enterprises
(B) Research	(D) Academic Support	(F) Institutional Support	(H) Scholarships & Fellowships Project ID	

	Fund	Dept ID	Program	Project ID	PCA	Speed Type
Cost Center:	**C**					

Finance Approval:

Associate VP, Business Operations or designee   Date

GA/OSP Approval:

Director Initials   General Accounting Office / OSP   Date

Uploaded: Notified:

Initials   Initials

Tree Update:

Program: Date Updated

ADMIN_EXCLUDE

INT_BEARING_PROGS

Project_GL:

UCI_WCI_EXCLUDE

Instructions for the form are located on the UHCL Finance website at www.uhcl.edu/Business-Operations/Forms. Submit completed typed form to General Accounting via email at GeneralAcctg@uhcl.edu. Please allow 1-3 business days for processing upon receipt of completed form. ***Last Revised: 02/16/22***