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	[_____]	[_____]	[_____]
Fund	[_____]	[_____]	[_____]
Dept ID	[_____]	[_____]	[_____]
Program	[_____]	[_____]	[_____]
Project ID	[_____]	[_____]	[_____]

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:	[_____]	[_____]	[_____]
College/Division Admin:	[_____]		

Note: Completed form and attachments must be emailed to the Budget Office by the College/Division Administrator.

Budget Office Action:

	Name	Date Action is Completed
Budget Office Employee:	[_____]	

SpeedType for New Cost Center: [_____]   **FRS Account for New Cost Center (UHD Only):** [_____]

PCA Code [_____]   **USAS Program Code** [_____]

Form Revised May 21, 2008