

Cost/Funds Center Request Form

(Form Instructions)

Add Change Block Delete

Source of Funds (indicate by selecting button)

- 101-Unrestricted-General
- 102-Unrestricted-Designated
- 103-Unrestricted-Housing and Dining
- 104-Unrestricted-Other Auxiliary
- 105-Unrestricted-Hospital
- 106-Unrestricted-Good Samaritan Hospital
- 107-Unrestricted-Hospital
- 112-Unrestricted-Agency
- 113-Unrestricted-Agency KMSF
- 121-Restricted-Private Gift
- 122-Grants and Contracts
- 123-Restricted-Tobacco Research
- 141-Plant Unexpended
- 142-Plant Retirement of indebtedness
- 143-Plant Retirement of indebtedness

For Accounting and Financial Reporting Services Use

Controlling Area	<input style="width: 90%;" type="text"/>		
FM Area	<input style="width: 90%;" type="text"/>	Fund # <input style="width: 90%;" type="text"/>	Limit of 10 characters
Cost Center #	<input style="width: 90%;" type="text"/>		Limit of 10 characters
Valid	<input style="width: 90%;" type="text"/>	To <input style="width: 90%;" type="text"/>	
			Approved _____
			Keyed _____
			Verified _____

For Research Financial Services Use

Indirect Cost Code	<input style="width: 90%;" type="text"/>		On Campus <input type="radio"/>
Sponsored Flag	<input style="width: 90%;" type="text"/>		NSF Category <input style="width: 90%;" type="text"/>

Name of Cost/Funds Center (Short Text-20 characters)

Name of Cost/Funds Center (Long Text-40 characters)

Responsible Person SAP Log In ID

Responsible Person Name (20 characters)

The Responsible person should be the Budget Officer that provides overall oversight for the department in which the cost/funds center will be created.

Department Number

Cost Center Category

Hierarchy

Business Area

Cost/Funds Center Mailing Address:

The Contact Person should be the department Business Officer or individual familiar with the day to day business operations and the primary contact concerning higher level issues regarding master data attributes and cost/funds center functions.

Contact Person

Campus Address

Speed Sort/Zip

Funding Category

Research Priority Area

Budget Family

Functional Area

Discipline (CIP Code)

Cancer Research Area

Revenue line Expense Line

Discretionary

Valid for Payroll

Capital Account Asset Flag

List of other cost center groups to be updated

Cost/Funds Center Explanation (explain the need, justification for functional area, intended use of this cost center and attach supporting documentation to the request)

Originator: _____

College/Division: _____

Area Fiscal Officer: _____

Date: _____

Date: _____

Date: _____