

Cost/Funds Center Request Form

(Form Instructions)

☐ Add
 ☐ Change
 ☐ Block
 ☐ Delete

Source of Funds (indicate by selecting button)

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

For Accounting and Financial Reporting Services Use

Controlling Area	UK00		Approved	
FM Area	UK00	Fund #	Keyed	
Cost Center #			Verified	
Valid		To 12/31/9999		

For Research Financial Services Use

Indirect Cost Code		On Campus	☐
Sponsored Flag		NSF Category	

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

Profit Center

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.

Funding Category

Research Priority Area

Budget Family

Functional Area

Discipline (CIP Code)

Cancer Research Area

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:

Contact Person

Campus Address

Speed Sort/Zip

Revenue line

Expense Line

☐ Discretionary

☐ Valid for Payroll

☐ Capital Account Asset Flag