

Cost/Funds Center Request Form

Add
 Change
 Block
 Delete

Source of Funds (indicate by selecting button)

- | | | |
|---|--|--|
| <input type="radio"/> 101-Unrestricted-General | <input type="radio"/> 106-Unrestricted-Good Samaritan Hospital | <input type="radio"/> 141-Plant Unexpended |
| <input type="radio"/> 102-Unrestricted-Designated | <input type="radio"/> 112-Unrestricted-Agency | <input type="radio"/> 142-Plant Renewal and Replacement |
| <input type="radio"/> 103-Unrestricted-Housing and Dining | <input type="radio"/> 113-Unrestricted-Agency KMSF | <input type="radio"/> 143-Plant Retirement of indebtedness |
| <input type="radio"/> 104-Unrestricted-Other Auxiliary | <input type="radio"/> 121-Restricted-Private Gift | |
| <input type="radio"/> 105-Unrestricted-Hospital | <input type="radio"/> 123-Restricted-Tobacco Research | |

For Accounting and Financial Reporting Services Use

Controlling Area	<input style="width: 90%;" type="text"/>		Approved	<input style="width: 90%;" type="text"/>
FM Area	<input style="width: 90%;" type="text"/>	Fund # <input style="width: 90%;" type="text"/>	Keyed	<input style="width: 90%;" type="text"/>
Cost Center #	<input style="width: 100%;" type="text"/>		Verified	<input style="width: 90%;" type="text"/>
Valid	<input style="width: 90%;" type="text"/>	To <input style="width: 90%;" type="text"/>		

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)	<input style="width: 98%;" type="text"/>
Name of Cost/Funds Center (Long Text-40 characters)	<input style="width: 98%;" type="text"/>
Responsible Person SAP Log In ID	<input style="width: 98%;" type="text"/>
Responsible Person Name (20 characters)	<input style="width: 98%;" type="text"/>

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	<input style="width: 98%;" type="text"/>
Cost Center Category	<input style="width: 98%;" type="text"/>
Hierarchy	<input style="width: 98%;" type="text"/>
Business Area	<input style="width: 98%;" type="text"/>

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	<input style="width: 98%;" type="text"/>
Campus Address	<input style="width: 98%;" type="text"/>
Speed Sort/Zip	<input style="width: 98%;" type="text"/>

Funding Category	<input style="width: 98%;" type="text"/>
Research Priority Area	<input style="width: 98%;" type="text"/>
Budget Family	<input style="width: 98%;" type="text"/>
Functional Area	<input style="width: 98%;" type="text"/>
Discipline (CIP Code)	<input style="width: 98%;" type="text"/>
Cancer Research Area	<input style="width: 98%;" type="text"/>

Revenue line	<input style="width: 98%;" type="text"/>	Expense Line	<input style="width: 98%;" type="text"/>
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- Discretionary
- Valid for Payroll
- Capital Account Asset Flag

List of other cost center groups to be updated

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

Originator: _____ College/Division: _____ Area Fiscal Officer: _____
 Date: _____ Date: _____ Date: _____