



# REQUEST FOR COST CENTER ACTION

### Effective Date

M	M	D	D	Y	Y	Y	Y

### Action Requested

- Inactivate Existing Cost Center
- Create New Cost Center (Existing Chartfield Values)
- Create New Cost Center (New Chartfield Values Required\*)

Source of funds:

Use of funds:

### Cost Center Description

\*If Chartfield Value does not exist: Leave field blank, check New and attach request(s) for establishing new values.

	Chartfield Value	Description	New*
Business Unit	<input type="text"/>	<input type="text"/>	
Fund	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
Dept ID	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
Program	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
Project ID	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>

### Approvals

	Signature	Last Name,First Name	Department	Date
Initiator	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Manager	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

### Accounting/Budget use only:

Accounting Approval:

Budget Office Approval:

Cost Center Entered By:

FRS GL Account No:  0

FRS SL Account No:

SpeedType:

**Attachments:** Request(s) for Establishing Chartfield (*if needed*)  
 FRS Account Create Form  
 Additional justification (*donor letter, BOR action*)