

Cost Center Action Form To Inactivate Instructions

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	<input type="text" value="00730"/>	<input type="text" value="UH Central"/>	<input type="text"/>
Fund	<input type="text" value="Fund code"/>	<input type="text" value="Description from 1074 top left"/>	<input type="text"/>
Dept ID	<input type="text" value="Dept code"/>	<input type="text" value="Description from 1074 top left"/>	<input type="text"/>
Program	<input type="text" value="Prog code"/>	<input type="text" value="Description from 1074 top left"/>	<input type="text"/>
Project ID	<input type="text" value="NA"/>	<input type="text" value="NA"/>	<input type="text"/>

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 is zero
 - Open commitments are zero
 - Each asset and liability account balance is zero
 - Total of all fund equity accounts is zero
- Other supporting documents. Describe:

College/Division Approval:

	Name	Phone	Date Form is Completed
Initiator:	<input type="text" value="Your name"/>	<input type="text" value="Your #"/>	<input type="text" value="Today's Date"/>
College/Division Admin:	<input type="text" value="College Admin name"/>	<input type="text" value="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:	<input type="text"/>	<input type="text"/>

SpeedType for New Cost Center: FRS Account for New Cost Center (UHD Only):