

**New Cost/ Fund Center Request**

This form is to be used to create a new cost center code.

A cost/ fund center is a structure in the SAP Controlling& Fund Management modules that is used to track costs/funds on a fiscal year basis. A cost/ fund center may be a unit within a department, labor center or distinguished by its area of responsibility, location or accounting method.

<b>Cost/ Fund Center Name</b>	
<b>Cost/ Fund Center Description:</b> <i>Provide scope of work</i>	
<b>Responsible Cost/ Fund Center</b> <i>(name of department, or university division if applicable)</i>	
<b>Responsible Person</b>	
<b>Function Area:</b> <i>(Check one box that best describes the function of the project):</i>	<input type="checkbox"/> <b>Instruction</b> <input type="checkbox"/> <b>Research</b> <input type="checkbox"/> <b>Public Service</b> <i>(includes training)</i> <input type="checkbox"/> <b>Academic Support</b> <u>Check one box:</u> <input type="checkbox"/> <i>Library</i> <input type="checkbox"/> <i>Administration</i> <input type="checkbox"/> <i>Computing</i> <input type="checkbox"/> <b>Student Services</b> <input type="checkbox"/> <b>Institutional Support</b> <u>Check one box:</u> <input type="checkbox"/> <i>Executive Management</i> <input type="checkbox"/> <i>External relations,</i> <input type="checkbox"/> <i>General Administration</i> <input type="checkbox"/> <i>Fund Raising</i> <input type="checkbox"/> <b>Operation &amp; Maintenance of Plant</b> <input type="checkbox"/> <b>Financial Aid</b> <u>Check one box:</u> <input type="checkbox"/> <i>Scholarships</i> <input type="checkbox"/> <i>Fellowships</i> <input type="checkbox"/> <b>Auxiliary Enterprises:</b> <i>(funds to establish an income generating unit)</i>

Prepared & Submitted by: \_\_\_\_\_

Date: \_\_\_\_\_

Approvals: \_\_\_\_\_  
Area Head & Responsible CC *(As applicable)*

Date: \_\_\_\_\_

**For Budget Office Use Only:**

<b>Cost/ Fund Center Code</b>	
<b>Date Opened</b>	
<b>Opened by</b>	

**NOTE: SUBMIT THIS FORM TO THE BUDGET & FINANCIAL PLANNING OFFICE. A COST CENTER CODE WILL BE ASSIGNED & COMMUNICATED TO THE PROJECT DIRECTOR, OR PRINCIPAL INVESTIGATOR.**

CC:                      Responsible Cost center  
                             Controller Office  
                             Human Resources Office