



APPLICATION FOR NEW/CHANGE COST CENTER

Check Appropriate Request:

- Request for New Cost Center (Complete Sections I, II, and V and attach a completed Budget Amendment Form)
Request to Change Authorized Signatures for Cost Center (Complete Sections III and V)
Request to Change Name of Cost Center (Complete Sections IV and V)

Date _____

I. Source of Funds

Check appropriate fund (See reverse side for found descriptions)

- 1000 Fund, 2000 Fund, 3000 Fund, 4000 Fund, 5000Fund, 61000-64999 Fund
(See Procedure A6Hx2-6.53 for 65000-6999 Agency Fund)

II. Request for New Cost Center

A. Requested Title to use for new Cost Center: _____

B. Function and Sub-function of the new Cost Center (to be completed by the appropriate Dean, Provost or Vice President pursuant to definitions in the M.I.S. manual):

- 1. Functional Title _____
2. Sub-Functional Title _____

C. Authorized Signatures of Personnel with Administrative and Budgetary Responsibility for this Cost Center and Site and/or Location

Table with 3 columns: Signature, Title, Site and/or Location (See Procedure A6Hx2-6.03(D-5)).

III. Request to Change Authorized Signatures for Cost Center (enter all authorized signatures)

Cost Center No. and Name _____

Table with 2 columns: Signature, Title.

IV. Request to Change Name of Cost Center or Site and/or Location

Table with 3 columns: Cost Center No., Cost Center Name, Site and/or Location (See Procedure A6Hx2-6.03(D-5)).

V. Request Approved by all reporting levels beginning with the immediate supervisor of the cost center administrator and ending with the appropriate Provost or Vice President (Vice President or Provost forward approved form to Comptroller)

Table with 2 columns: Signature, Title.

VI. Approved By Comptroller _____ Date _____

Cost Center Number & Title _____

Distribution Guidelines and Fund Description
(Procedure References A6Hx2-6.03 and A6Hx2-6.53)

A. Distribution Guidelines

Complete this form in quadruplicate. Retain last copy (gold) and forward the original and two (2) copies through the appropriate channels for approvals through the appropriate Provost or Vice President. The Vice President or Provost must approve or reject the request and forward the completed and approved form to the Associate Comptroller. The Associate Comptroller will audit the form for completion and will assign a cost center number. The Accounting Department will retain the white and canary copies and return the pink copy to the requestor.

B. Fund Descriptions

1000 (General Current Fund)

This fund is used to account for resources that are available for the general financial requirements of the college, the only restrictions being those imposed by law and the budget.

The organizational units to be financed through this fund and those which are directly concerned with the operation and support of the educational program.

2000 Fund (Restricted Current Fund)

This fund is used to account for resources that are available for the operation and support of the educational program but are restricted by donors, outside agencies or the Student Activities Committee as to the specific purpose for which they may be expended. Examples would include Federal grants; BCC Foundation awards and Student Activity funded accounts.

3000 Fund (Auxiliary Fund)

This fund is used to account auxiliary activities. Auxiliary activities are those established primarily to provide non-instructional services for sale to students, faculty, staff and general public which are intended to be self-supporting such as bookstores, food services, theatre, etc.

4000 Fund (Loan Fund)

This fund is used to account for loan funds.

Loan funds are those resources which are available for loan to students regardless of whether or not the institution is responsible for the collection of the loan. When colleges are required to do fiduciary accounting for loans which are to be repaid to some other agency (such as Cuban Loans and LEEP), they should be included here. "Wash" loaned funds where the recipient of the loan is not selected by the college should not be included here, but should be included in the 6100 fund.

5000 Fund (Scholarship Fund)

This fund is used to account for resources available for award to students which are not in payment of services rendered to the college and will not require payment of the college. Vocational Rehabilitation funds received in payment of student's fees and funds received from donors who reserve the right to designate the person to receive the award should not be included here but should be accounted for in the 61000-64999 Fund.

6100-64999 Fund (Funds Held in Trust for Others)

1. Pre-designated Scholarships - This fund is used to account for scholarship funds designated for named students and other types of scholarship funds in which the College has no control on making the scholarship award such as B.E.O.G. Vocational Rehabilitation, etc.
2. Special Contracts - This fund is used to account for funds received for special contracts between the College and Federal, state or Local agencies in which the College only serves as custodian or fiscal agent of the agency and or such contracts can not be accounted for in the 10000 or 20000 fund.

See Procedure A6Hx2-6.53 for 65000 -69999 Agency Funds accounts whereby funds are received and held by the College as custodian or fiscal agent for organizations indirectly related to the College, such as funds for student or staff organizations and clubs, and community organizations which are indirectly related to the College.