

Application for New Cost Center

Date _____

I. Source of Funds

Check appropriate fund (see distribution guidelines and fund descriptions)

- 10000 General Current
- 20000 Restricted Current
- 30000 Auxiliary
- 40000 Loan
- 60000 Agency Accounts
- 70000 Plant
- 80000 Indebtedness
- 90000 Investment in Plant
- * 50000 Please complete Form ACC-10 (Scholarship Application for New Cost Center)

III. Title of New Cost Center *(Title should be the same as financier code)* _____

List lowest level to highest level for approver:

A. Cost Center Number (8-digit state organization, 6-digit cost center, 2 digit location)

Please print names

- B. First-level Approver (Budget Manager) _____
- C. Second-level Approver (Associate Dean or Director) _____
- D. Third-level Approver (Dean or Associate Vice President) _____
- E. Fourth-level Approver (Provost or Vice President) _____

III. Request approved by all cost center reporting levels

Please sign and date below

- A. First-level Approver (Budget Manager) _____
- B. Second-level Approver (Associate Dean or Director) _____
- C. Third-level Approver (Dean or Associate Vice President) _____
- D. Fourth-level Approver (Provost or Vice President) _____