

Scholarship New Cost Center Application

Date _____

I. Fund type (50000 only)

Check appropriate fund (see distribution guidelines and fund descriptions)

- Donor
- Federal Grant
- Foundation
- Institutional
- State Grant

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

List lowest level to highest level for approver:

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

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

Please print names

C. First-level Approver (Budget Manager) _____

D. Second-level Approver (Associate Dean or Director) _____

E. Third-level Approver (Dean or Associate Vice President) _____

F. 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) _____

VI. Approved by Finance Department
