

REQUEST TO ESTABLISH OR CHANGE A CENTER IN THE CHART OF ACCOUNTS

Date _____

Add Active Date ____ / ____ / ____

Change Inactive Date ____ / ____ / ____

Request to establish or change a center in the University chart of accounts.

FUND	CENTER DEPT. - PROJ.	CENTER TITLE(40 Characters)
_____	-	_____

Title of Responsible Business Officer _____

Purpose of center _____

Report recipient (other than departmental)

Title of Business Officer	Dept #	Recipient Code (if Known)
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Indicate source of funding (check one)

- | | |
|--|--|
| <input type="checkbox"/> General Funds | <input type="checkbox"/> Gifts |
| <input type="checkbox"/> State Appropriation | <input type="checkbox"/> Grants and Contracts |
| <input type="checkbox"/> Federal Appropriation | <input type="checkbox"/> Generates own income (if checked, then complete back of form) |
| <input type="checkbox"/> Other (specify) _____ | |

Attach supporting documentation if center's benefit chargeability codes are to be different than established for the fund.

CENTRAL OFFICE USE ONLY

Work study matching fund/center _____

Funct/Class _____	Equip Title _____	Model Number _____
Fee Remit _____	Perf/SS _____	Fringe Ben. _____
IDC _____		

Supported by endowment fund/center _____

Endowment class _____	Support _____
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Support provided to _____ & _____

Depr _____	Rate _____	Subs _____
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cc: _____	Preparer _____	Accounting Services _____
_____	_____	_____
_____	_____	_____
_____	_____	_____

If "Generates own income" source of funding was checked, complete the following:

Generates own income from:

Student Fees

Sales and/or Services

Other (specify) _____

1. Will depreciation be recovered through the recharge rate?

Yes No

2. Anticipated users are: (check one)

Internal university departments

External customers

Both internal and external customers

3. The income produced by this activity is determined by: (check one)

Rate request

Market

Other (specify) _____

4. Will all direct costs (salary and expenses) be charged to this center?

Yes No

5. Will this activity be subsidized by transferring funds into this center from another university center?

Yes No

6. Over a number of years, will this center break even (expenses charged to the center equal income)?

Yes No