



Request for Set-up of new Cost Centre Account

Department or Account Name (must be 20 characters or less)

Description of New Account requested and justification

On-going account      Limited Term account ending on

Person with signing authority for account

Source of funding, funding amount, and anticipated date of receipt (Attach a copy of your estimated revenues and expenditures.)

Account number to be used for any overspent amount

Account number or organization to be used for the return of any unused funds (if applicable)

Special instructions (if any)

Authorization

\_\_\_\_\_  
Department Signing Authority

Date

\_\_\_\_\_  
Financial Services

Date

Submit the completed form to the Office of Financial Services for account set-up. Once set-up is completed the signed copy will be returned to the Departmental Signing Authority.