

# Request for Setup of New Cost Centre Account

Submit the completed form to Financial Services for account setup. Once setup is complete, the signed copy will be returned to the departmental signing authority.

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 to have 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