



University
of Houston
Clear Lake

REQUEST FOR COST CENTER ACTION FORM

EFFECTIVE DATE: _____

Cost Center:

- Create New Cost Center
- Replace CC Speed Type:
- Activate Existing Cost
- Inactivate Cost Center
- Modify Program/Cost Center/Project Manager

Program:

- Create New Program
- Modify Program Name

Project:

- Create New Project
- Modify Project Name
- Modify Project Dates
- Modify Overall Amount

Item Type:

- Create New Item Type
- Modify Item Type

Speed Type: _____ (if pre-existing cost center)

Source of Funds: Required: Provide complete description

(Required)

Use of Funds: Required: Provide complete description

Dept ID:

C

(Required for Modify and Inactivate)

Program/Cost Center/Project Manager:

(Required)

(Required) Last Name, First Name

Program:

(Required) 30 character

EMPL ID:

Name:

Program Description:

Complete for Project Cost Center

(Required for Modify and Inactivate)

(Required) 30 character maximum

Project ID:

(Required for Create)

Project Description:

(Required for Create or Modify)

Budget Key:

(Required for Create or Modify)

Overall Amount:

(Required for Create or Modify)

Project Start Date:

M	M	D	D	Y	Y	Y	Y

Project End Date:

M	M	D	D	Y	Y	Y	Y

Business Administrator Signature:

Type Name and Date: _____

Primary Signature Authority Signature:

(Not Required for Inactivations) Type Name and Date: _____

OSP Signature Required for Ledger 5:

Type Name and Date: _____

General Accounting and Office of Sponsored Programs Use Only

Data below Initials
filled out by: Date

NACUBO EXPENSE FUNCTION:

- (A) Instruction
- (C) Public Service
- (E) Student Services
- (G) Physical Plant
- (I) Auxiliary Enterprises
- (B) Research
- (D) Academic Support
- (F) Institutional Support
- (H) Scholarships & Fellowships

Fund Dept ID Program Project ID PCA Speed Type

Cost Center:

C

Finance Approval:

Usha Mathew, Associate Vice President - Finance Date

GA Approval:

Director Initials General Accounting Office / OSP Date

Uploaded:

Initials

Notified:

Initials

Tree Update:

Program: Date Updated

ADMIN_EXCLUDE

INT_BEARING_PROGS

Project_GL:

UCI_WCI_EXCLUDE