

**University of Kansas – Lawrence Campus
Cost Center Maintenance Form
FY 2018**

New Cost Center Name Change Payroll Other
New Appropriation New ARSP Inactivate

(Check all that Apply)

1. Appropriation Number: A _____ (Where cost center rolls up for appropriation)
Appropriation Name: _____
Appropriation Purpose: (required only if new appropriation)

2. Cost Center Number: _____ CC # is 7 digits
Cost Center Name: _____
(Please include department prefix acronym in CC name which is limited to 30 characters)
Cost Center Purpose: _____

3. Area of Responsibility: (ARSP) _____
4. Is this Cost Center to be set up as a revenue account? Yes / No (circle one)
If Yes, Fund # ___ and Source of Revenue _____
5. Is this a Payroll Cost Center? Yes / No (circle one)
If yes, true HR department information is required for HRSA update.
True HR Department number: _____
True HR Department Name: _____
6. New Faculty/Staff Start Up? Yes / No If Yes: Instruction/Research (circle one)
7. Contact for questions: Name _____ Phone _____ e-mail: _____

Approvals:

Department:	_____	Date	_____		
Dean/Vice Provost	_____	Date	_____		
PCS Code Verification:	_____	Date	_____	PCS Code	_____
A-21 Code Verification:	_____	Date	_____	A-21 Code	_____
F&A Dept:	_____	Date	_____	F&A Code	_____
Budget Office:	_____	Date	_____		