



Cost Center Code Request Form

Date: _____

To request a new cost center code, please complete items 1-6, print the form, and obtain the required signatures. Attach appropriate budget data, including sources of funding, contracts, agreements and any other backup information, and send to the Business Office, Old Main 202. A cost center code will be assigned and you will be notified of the number.

1. **Purpose of the Cost Center:** _____

2. **Source of Funds:** (Check One Appropriation)

- 102 State Funded General Purpose
- 104 Continuing Education/Extension
- 114 Laboratory Modernization
- 115 Education Technology
- 128 Auxiliary Enterprises, Self-Supporting
- 133 State & Private Gifts and Grants
- 136 General Operations Receipts
- 144 Federal Grants & Contracts
- Other List Appropriation _____

3. **Type of Activity Performed:** (Check One)

- 0 Student Services
- 1 General Administrative Operations
- 2 Instruction
- 4 Research
- 5 Public Service & Extension
- 6 Libraries, Learning Resources and Media
- 7 Physical Plant/Facility Management
- 8 Auxiliary Enterprises
- 9 Financial Aids

4. **Home Department of Cost Center:** _____

5. **Cost Center Manager:** _____

6. **Title of Cost Center:** _____

Approved By: _____
Department Director Date

Director of Business Services or Budget & Policy Analyst Date

Cabinet Representative (Cabinet Rep guarantees solvency of the Cost Center) Date

For Business Office Use Only:

Cost Center Code Assigned by the Business Office:
