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COST CENTRE APPLICATION FORM

- Documentation required
- ▶ Completed cost centre application form
 - ▶ Supporting documents for example research contract, grant letter, conference-, workshop-, short course documentation or url, donation letter, emails, etc.
- Upload documentation Attach the documents to the Jira ticket that was issued by the SUNFin Service Desk

ORGANISATIONAL STRUCTURE (to be completed by the applicant)

OU code

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OU description _____

Department, CBI (Centre, Bureau, Institute)

Department	CBI
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COST CENTER INFORMATION (to be completed by the applicant)

Cost centre description _____

Purpose of the cost centre _____

Source of income

Internal (SU)	External
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If internal (university funding or transfer from a university cost centre), please provide the cost centre number (if it is known to you) or name the funding source e.g., Research Committee, Strategic funds, etc.

						CC number
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If external, please provide the funder name

If external, please indicate

Local	Foreign
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If external, please identify type of income e.g., **bursary, contract research, short course, donation, sponsorship, sales, etc.**

Contract research

YES	NO
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If yes: S-contract number
(Allocated by the SU Research Development Department)

S						
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APPLICANT INFORMATION (CONTACT PERSON)

Initials and surname

E-mail address

Tel nr

HEAD OF DEPARTMENT - LINE MANAGER INFORMATION

Initials and surname

Signature

Date

FOR OFFICE USE ONLY - Financial Systems Support and Training, Finance Division**ACCOUNT HIERARCHIES**

Tree SUN_COSTCENTRE VB

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Tree SUN_COSTCENTRE SUN (CVR – RC, UE, UU)

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Entity - Company

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Manage Departments (including Cost centre managers)

Manage Cross-Validations

Consolidation code (SU Financial statements)

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Created and approved by

Date