

BLOOMSBURG UNIVERSITY
Cost/Funds Center Form
Updated 02/04

Create Modify

Submit completed form as an Outlook or GroupWise attachment to Barb Meyer, Budget Office, and Debra Newman, Accounting

Requested by: _____ **Date** _____

Modification:

Change name of cost center code _____ to _____

Change of reporting area for cost center code _____ from _____ to _____

Create new Cost/Funds Center: (All new cost/funds centers must be ongoing, not one time)

Name of new cost/funds center (limited to 30 spaces) _____

Reason for new cost/funds center _____

Which commitment item should funding be posted to? _____

If non-capital project, check area project applies to:

- E & G Non-Capital Project _____
- Aux-Res Life Non-Capital Project _____
- Aux-Food Ser Non-Capital Project _____
- Aux-Student Union Non-Capital Project _____
- Aux Rec Center Non-Capital Project _____

Reporting Area (see SAP University Node Structure) _____

Person Responsible to receive SAP System e-mail _____

List Source of funds for new funds center

Funds Center # _____
 Fund # _____
 Commitment Item # (6 digits) _____
 Amount _____

Source of incoming check and amount _____

Grant # _____
 Fund # for Grant _____
 Commitment Item # _____
 Amount _____

Other and amount _____

Indicate functional area: Instructional A , Research B , Public Service C , Academic Support D
 Student Services E , Institutional Support F , Plant Oper/Maint G , Student Aid H , Auxiliary Services I

To be completed by Budget Office

KS01 _____	FM9K _____	CSE00 _____	FR 52 _____
FM5I _____	ZFMG5 _____	FR 58 _____	FB 50 _____
FMSA _____	Release Strategy _____	FR 52 _____	e-mail – group _____

BLOOMSBURG UNIVERSITY
Cost Center Account Maintenance Form
Instructions

This form is required to modify or create new cost/funds centers.

Part I (to be completed by requestor)

Requested by:

Date:

Individual requesting cost center modification or creation and date of request.

Modification:

When changing the name of a cost/funds center indicate the cost/funds center number, fund number and specify the new name.

When changing the reporting area indicate the cost center number along with the old reporting area and new reporting area. This could include one of the following or both:

1. Change of VP reporting area (e.g., academic affairs to president)
2. Change of Dean/Director reporting area.

Create:

Cost/Funds Center name: Specify the exact name for the cost/WBS/funds center (not to exceed 25 characters).

Reason for new cost center: Justify why a new cost center needs to be created. All cost/funds center to be established should be ongoing and not one time only occurrence. If it is a one time situation, funds reservation within the cost/funds center should be used.

Please indicate what commitment item to deposit or transfer the money to. This is very important so that purchases can be made in a timely manner and to the correct commitment item..

For assistance in determining Reporting Level refer to the SAP University Node Structure List given out at Budget training sessions.

You can write in the President/Vice President area that this new cost/funds center will report to.

If this is an academic department, indicate the Chairperson this cost center reports to.

If this is a non-academic department, indicate the director or manager this cost center reports to.

Non-Capital Projects:

If a project is determined to be a non-capital project, special cost/funds centers have been set up to handle these projects using funds reservation for each project within the cost/funds center. When a funds reservation is made, a reference number is assigned to each project. A balance is maintained within the non-capital cost/funds center for each project utilizing the reference number. Be sure to mark which area the project pertains to, e.g. Residence Life, and list below where the funds will be transferred from to this specific cost/funds center.

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Instructions

List Source of funds, amount

Select the specific source of funds from the list

State the source of funds, funds center number, commitment item, and amount of funds.

Transfer from a cost/funds center – List cost center number, fund, commitment item number and amount to be transferred

Source of incoming check and amount–List maker of the check, amount (e.g., BU Foundation, CGA, etc.).

Grant and amount–List name of grantor, commitment item number and amount.

E & G Base Budget–Specify if funding will be coming from a special category within the base budget: Personnel Compensation, VP Operating, VP Equipment, Utilities, Telecommunications, General Institutional Support, Computers, Link to Learn, Contingency Reserve, Academic Enhancement Fees, Other. If Other name the category.

Other–If none of the above applies, give a brief explanation and indicate amount under this category.

Indicate functional area: Indicate the specific functional area that applies to the new cost center.

Instructional – Consists of those activities carried out for the purpose of eliciting some measure of educational change in a learner or group of learners.

Research – Includes those activities intended to produce one or more research outcomes including the creation of knowledge, organization of knowledge, and the application of knowledge.

Public Service – Includes those programs established to make available to the public the various unique resources and capabilities of the institution for the purpose of responding to community needs or solving community problems.

Academic Support – Includes activities carried out in direct support of one or more of the above listed primary programs (e.g., library services, health services, etc.).

Student Services – includes those activities with the objective of contributing to the emotional and physical well-being of the students, as well as to their intellectual, cultural, and social development outside of the institution's formal instruction program (e.g., cultural, social and athletic experiences, dealing with personal problems, financial support).

Institutional Support – consists of activities to provide for both the day-to-day functioning and the long-range viability of the institution as an operating organization.

Plant Operation/Maintenance – consists of maintaining existing grounds and facilities, providing utility services, and planning and designing future plant expansion and modification.

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To be completed by Budget Office

This area will be used by the Budget Office to verify all the areas that must be completed before a cost/WBS/funds center is finally approved for set-up.

Notification by E-mail – Requestor will be notified of cost center setup completion. Planning/Research will be notified of all new cost centers.

Access cost center file maintenance completed by, date-Name of Budget Office Personnel modifying or creating the cost center in the access cost center database to maintain reporting Levels IV, III, and II for report distribution purposes and date of maintenance completion.

The Budget Office will maintain a completed copy of this form and other supporting documentation.