

**University of Kansas – Lawrence Campus  
Cost Center Maintenance Form  
FY 2010**

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:	_____	Date	_____
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	_____