

COST CENTER APPLICATION FORM

Please send to fsb@sun.ac.za **Financial Systems Support and Training, Finance Division**
 Documentation required **Please attach ALL the supporting documents for a new cost center**

ORGANISATIONAL STRUCTURE (to be completed by the applicant)

OU code

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OU description _____

Departmental or Centre/Bureau/Institute (CBI) cost center

DEPARTMENT

CBI

COST CENTER INFORMATION (to be completed by the applicant)

Name of cost center _____

Purpose of the cost center _____

Source of income

Internal (SU)

External

If source of income is external, please indicate

Local

Foreign

If external, please provide the funder name _____

If the income source is external, identify type of income
 e.g., **bursary, contract research income, short courses, donations, sponsorships, sales, etc** _____

If the income source is internal (university funding), please provide the cost center number (if it's known to you) or name the funding source e.g., Research Committee, Strategic funds, etc

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 CC number

BASIC INFORMATION: COST CENTER OWNER - RESPONSIBLE PERSON

Initials and surname

UTno									
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E-mail address _____

Financial system login Tel nr _____

Signature Date _____

Contract research

YES

NO

If yes: Contract number
 (As allocated by the Research Development Department, SU)

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Account numbers: Expenditure _____

Account numbers: Income _____

List the account numbers if they are known to you. This is to facilitate for example the placement of orders, debtors invoicing and diverse payments.

APPLICANT INFORMATION FINANCIAL OFFICIAL - CONTACT PERSON

Initials and surname

UTno

E-mail address

Tel nr

Authorised users (MUST BE A REGISTERED TERA TERM USER)

Financial system login		E-mail address	
Financial system login		E-mail address	
Financial system login		E-mail address	
Financial system login		E-mail address	

HEAD OF DEPARTMENT - LINE MANAGER INFORMATION

Initials and surname

Signature

Date

HEMIS program classification (TO BE COMPLETED BY COST CENTRE OWNER) (✓ select category)

110	Formal Teaching	650	Student Admissions, Records and Examination Administration
120	Community Teaching	660	Administrative Computing Services
130	Preparatory/Remedial Teaching	670	Public Relations/Fund Raising
200	Research	680	Staff Social and Cultural Development
300	Community Service	710	Admin of the Operation and Maintenance of Physical Facilities
410	Library Services	720	Maintenance of Buildings
420	Museum Services	730	Custodial Services
430	Educational Media Services	740	Utilities
440	Academic Computer Services	750	Maintenance of Grounds and Gardens
450	Ancillary Support	760	Non-capitalisable Alterations and Renovations
460	Academic Administration	910	Student Housing Services
470	Course and Curriculum Development	920	Student Food Services (Residential)
480	Academic Personnel Development	930	Staff Housing Services
510	Student Services Administration	940	Other Food Services
520	Social and Cultural Development	950	Other Auxiliary Enterprises
530	Career and Other Guidance	960	Operation and Main of Physical Fac for Auxiliary Enterprises
540	Student Health Services	1010	Medical Care of Patients
610	Executive Management	1030	Administration of Hospitals
620	Financial Administration	1040	Operation and Maintenance of Physical Facilities for Hospitals
630	Financial Aid (Bursary and Loan) Administration	1110	Independent Operations – Institutional
640	General Administration and Logistical Services	1120	Independent Operations – External Agencies
		1130	Operation & Maintenance of Physical Fac for Ind Operations

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Structure

VAT percentage

Interest

Income levy

Accountant UTNR

Consolidation code

VB consolidation code

YES	NO
YES	NO

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Created and approved by

Date