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Creation of a new cost centres



Implementation date: 9/13/2006

forward together
sonke siya phambili
saam vorentoe

Creation of a new cost centres

Type of document:	Policy
Approved by:	Finance Committee
Date of approval:	9/13/2006
Date of implementation:	9/13/2006
Date of next revision/frequency of revision:	As needed
Previous revisions:	None
Policy owner¹:	Chief Operating Officer
Policy curator²:	Chief Director: Finance
Keywords:	Cost Points, Cost Point Application
Validity:	The English version of this regulation is the operative version, and the Afrikaans version is the translation.

¹ Rules Owner: Head(s) of Responsibility Centre(s) in which the rules functions.

² Rules Curator: Administrative head of the division responsible for the implementation and maintenance of the rules

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CREATION OF A NEW COST CENTRE**Policy Number: 032B/130906****Scope: The policy provides guidelines about the creation of a new cost centre.****Policy:**

- When applying for a cost centre, a cost centre application form must be completed. The application form can be found on the SU Finance website, <http://www.sun.ac.za/english/Finance/staff/finance-fundamentals/cost-centre/forms>
- The completed application form and documentation must be sent to the Financial and Management Systems Division.
- When the cost centre is created an automatically generated e-mail will be sent to the Cost centre Responsible Person and the Financial Services Accounting Official.

Enquiry programs for Financial System users:

FFB244P	Cost centre per SU number
FFB166P	Cost centre access per user
FFB224P	Enquiry cost centre per SU number

- Cost centres are linked to the person who is responsible for the cost centre and not to the departmental chairperson/executive head/discipline head. If the responsible person does not have an active role at the SU, the cost centre will be linked to the departmental chairperson/executive head/discipline head.
- Alpha/Numerical cost centre are no longer created.
- Cost centres older than five years may be re-used.
- Student Society cost centres
The opening and closure of Student Society cost centres will only be allowed with the approval of the Student Council member for Student Societies.

Contact Division:

Financial Services

Financial and Management Systems