



## Application To Close Activity Centre Form

**Not to be used for closing E (Commercial) Activity Accounts. Please visit the Research Division Website to complete the appropriate form.**

### Application Details

Ledger Name

Cost Centre Code (e.g. WG)

Activity Centre Code (e.g. C02)

Account Description

Reason for Closure

Checklist for Applicant to Complete (refer page 2 for information)

- Service Divisions (e.g. HR, ITS) Advised of Closure (select from drop down list)
- Any Appropriate Balances Cleared (select from down list)

Application Date

Applicants Name

Applicants Telephone No.

Applicants email address

Applicants Signature

Cost Centre Head Name

Cost Centre Head Telephone No.

Cost Centre Head email address

Cost Centre Head Signature

FSD Authorisation		
Authorised by: (Financial Accountant)		Date

FSD – DMU Office Use Only		
Date Application Received	Date Application Processed	Date Applicant Advised

**Upon Completion of this form, the signed form needs to be returned to the Financial Accountant, Financial Services Division.**

**Or Scan the completed and signed form and email to: [financial.accountant@otago.ac.nz](mailto:financial.accountant@otago.ac.nz)**

## Information For Applicant

1. A review of transactions in previous months will identify any reoccurring transactions. Typical transactions might include transactions from Service Divisions including:
  - ITS Charges (intranet, internet, software purchases etc)
  - Human Resources (Payroll activity)
  - Property Services Charges (job costing)
  - Financial Services Charges (leased photocopiers, allocation charges, server charges etc)
2. After reviewing such transactions the application must advise the appropriate charge initiator of their intention to close the Activity Centre and provide an alternative Cost Activity Centre.
3. The applicant will be responsible for clearing any balances including the completion of any journals to achieve this.