



## Application To Close Cost Centre Form

**Note:**

The closure of a Cost Centre will also close any active GL Activity Centres and PL Research Accounts.

### Application Details

Ledger Name

Cost Centre Code (e.g. WG)

Name of Cost Centre

Reason for Closure

- Checklist for Applicant to Complete
- Service Divisions (e.g. HR, ITS) Advised of Closure (select from drop down list)
  - Any Appropriate Balances Cleared (select from drop down list)
  - Any Commitments (AP, AR, GL, Requisitions or Purchase Orders) cleared (select from drop down list)

Application Date

Originators Name

Originators Telephone No.

Originators email address

Originators 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 Fax to: 03 479 8040**

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