



Application To Rename Cost or Activity Centre Form or PL Account

This form can be used for renaming either a Cost Centre or an Activity Centre or a PL Account

Application Details

Ledger Name

Cost Centre Code (e.g. WG)

or PL Account Code (e.g. 123456.01.S.WG)

Activity Centre Code (e.g. C02)

Existing Name of Account Description

Existing Short Name

Proposed Account Description

Proposed Short Name

Reason for Name Change

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 Fax to: 03 479 8040

Or Scan the completed and signed form and email to: financial.accountant@otago.ac.nz