



Application To Open New E Activity Centre Form

Application Details

Ledger Name

Cost Centre Code (e.g. WG)

Activity Centre Code (e.g. E02)

Account Description

Short Name

Overhead Rates

Central %

Cost Centre %

Cost Centre Recovery Account

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
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FSD – DMU Office Use Only

Date Application Received	Date Application Processed	Date Applicant Advised
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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