



## Application To Open New Cost Centre Form

**Note: Please complete the Application To Open New Activity Centre Form for each new Activity Centre within this new Cost Centre.**

### Application Details

Ledger Name

Cost Centre Code (e.g. WG)

Account Description

Name of Division

Short Name

Delivery Point Names :

e.g. West Lane, Teaching Facilities ITS, SW  
Corner Information Services Building, Cnr  
Cumberland and Albany St, Dunedin

Description:

Long Description:

Address 1:

Address 2:

Address 3:

Description:

Long Description:

Address 1:

Address 2:

Address 3:

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

Recommended by: (Financial Accountant)		Date	Approved by: (Chief Financial Officer)		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 Scan the completed and signed form and email to: [financial.accountant@otago.ac.nz](mailto:financial.accountant@otago.ac.nz)**