UNIVERSITY of OTAGO
Te Whare Wānanga o Otāgo
NEW ZEALAND

FINANCIAL SERVICES
DIVISION
Te Ratoka Pūtea

Application To Close Cost Centre Funded Project Form

Application Details

Ledger Name

Funding Type

Full Project Code

Name of Project

Reason for Closure

Checklist for Applicant to Complete   -   Service Divisions (e.g. HR, ITS) Advised of Closure   (select from drop down list)

-      All Balances Cleared   (select from drop 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