

This Application is to **CLOSE** cost centre

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Are salaries currently being paid from this cost centre or are future payments still scheduled? Yes No

Reason for Closure

Transfers to Other Cost Centre

DOLLAR balances to be transferred to

- -

ASSET balances (if any) to be transferred to

- -

Signatories

Cost Centre Manager _____
Name Signature Date

Faculty Accountant / Faculty Business Manager _____
Signature Date

FINANCIAL SERVICES USE ONLY

Assets

Assets Cleared (Asset Coordinator) _____
Signature Date

Closure Checks

- Outstanding Requisitions Cleared
- Outstanding Orders Cleared
- Outstanding Deliveries Cleared
- Outstanding Invoices Cleared
- Cost Centre Cleared
- & Parent Cost Centre Inactivated
- Cost Centre Inactivated

Accounting Consultant
_____ Completed by
_____ Date

Distribution when Completed
<input type="checkbox"/> Faculty Administrator
<input type="checkbox"/> Cost Centre Manager
<input type="checkbox"/> Concur Database
<input type="checkbox"/> File (Financial Services)