



DEPARTMENT OF CORRECTIONS



Request for Cost Center or Object/Sub

PART I: DEPARTMENTAL

Division/Program: _____ Date: _____

Requestor: _____ Phone: _____

Add: ☐ Change: ☐ Close: ☐

Reason for requesting change to structure:

PART II: BUDGET UNIT

Title for new Cost Center or Object/Sub (max. 30 characters): _____

Proposed Cost Center or Object/Sub number: _____ AFAMIS Fund: _____

ORBITS Program No (DCR): _____

Helpful Setup Information:

Similarly Structured Cost Center (type, branch, division, section, DCR, etc.): _____ Fund _____

Cost Center to Duplicate Object Accounts from (if different from above): _____ Fund _____

Send Delegation of Expenditure Authority form to: _____

Propose alternative solution to opening a new cost center:

Budget Approval: _____ Date: _____

Accounting Approval: _____ Date: _____

General Instructions to Add a Cost Center or Object/Sub and Change or Close a Cost Center	
A.	A new cost center may be requested to capture financial activity for a program, activity, or project that is expected to be active and ongoing for a fiscal year or longer and where anticipated activity is both frequent and of adequate volume and complexity to warrant accounting for it separately from other activity in the program area. If the above criteria cannot be met an Object/Sub could be utilized instead in an already existing Cost Center. Cost centers no longer needed should be closed.
B.	The Functional Unit Manager requesting the change should fill out Part I of the request form or send an e-mail to the Budget Analyst for their respective division/program to complete the form.
C.	This form does not replace the need to submit form CD1439, Delegation of Expenditure Authority Form if expenditures are to be allowed in the cost center. Delegation of Expenditure Authority will need to occur from the Assistant Director level down through the cost center manager level.
D.	Following completion of Part I, the requestor transmits the form to their Budget Analyst to complete Parts II & III.

Specific Instructions to Request a New Cost Center	
1.	Enter the name of the Division/Program in which the cost center is needed. Date the request.
2.	Enter the name and telephone number of the Functional Unit Manager making the request. This should be an individual with authority over the program for the new cost center or object/sub.
3.	Under "Reason for requesting change to structure" enter a brief description of the program, activity, or project that will be accounted for in this cost center or object/sub. What distinguishes this from other programs, activities, or projects in existing cost centers or object/subs?
4.	Transmit form to the requesting Division/Program's respective Budget Analyst.
5.	Budget Analyst for Division/Program: <ul style="list-style-type: none"> a. Propose a title for the new cost center or object/sub (max 30 characters); b. Propose a cost center number and designate the AFAMIS fund for either of the above; c. Designate ORBITS program title and structure (DCR); d. Part III – add any necessary notes and sign & date for approval of the new cost center or object/sub; e. Send/Give to Budget Analyst designated for AFAMIS support.

Specific Instructions to Request the Closure of a Cost Center	
1.	Enter the name of the Division/Program in which the cost center is located. Date the request.
2.	Enter the name and telephone number of the person making the request.
3.	Under "Purpose" list the cost center(s) to be closed, describe the reason for the closure, and indicate if the closure is temporary or permanent. List replacement cost center(s) if applicable.
4.	Transmit form to the requesting Division/Program's respective Budget Analyst.
5.	Budget Analyst for Division/Program: <ul style="list-style-type: none"> f. Review Part I and make sure step #3 above is totally completed. Skip Part II; g. Part III – add any necessary notes and sign & date for approval of the closure; h. Send/Give to Budget Analyst designated for AFAMIS maintenance.