

# Current General Funds Expense and Income Cost Center Change Form

This form must be completed to request changes to current general fund income and expense cost centers. You only need to enter information for attributes you want to change. Once completed, forward to your campus business officer. For questions, contact the Financial Information Section of the Controller's Office at (865) 974-2493.

Person Completing Form: \_\_\_\_\_ Phone No: \_\_\_\_\_

Cost Center Number \_\_\_\_\_

Do you want to close the cost center?                      Yes                      No

<u>Attribute</u>	<u>Current Attribute Data</u>	<u>Requested Change</u>
*Short Name (20 Characters)	_____	_____
*Long Name (40 Characters)	_____	_____
*Expense Functional Area	_____	_____
*Income Functional Area	_____	_____
*Source of Funds	_____	_____
*Source of Funds Detail	_____	_____
*Funds Center	_____	_____
*College	_____	_____
*Department	_____	_____
*State Allotment Code	_____	_____
MOU Reporting Area	_____	_____
Dean/Director Code	_____	_____
Ag Funding Source	_____	_____
Resp. Person Name	_____	_____

Resp. Person PRNR \_\_\_\_\_

**REQUIRED EXPLANATION:** For the items marked with an asterisk, please provide a brief explanation addressing the reason for the requested change and attach any supporting documentation.

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Chief Business Officer  
[Revised 12/2004]

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Office of Vice Pres. for Budget & Finance