

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