

UNIVERSITY OF TORONTO

Financial Advisory Services & Training Financial Services Department A Division of Business Affairs

REQUISITION - CREATE FIS MASTER RECORD

Cost Center (CC) or Cost Center Node / Group

Note: If you require a Principal Investigator (PI) CC use the "PI FC or CC Form" Send completed form by FAX: 416-978-5572 OR email: fast.help@utoronto.ca

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1. ADMINISTRATIVE DATA	
Contact Person:	Reference CC (if available):
Email Address:	Date:
CC Manager (AMS Userid):	Phone:
Faculty / Division:	
Address:	
2. COMPLETE TO CREATE COST CENTE	ER
CC Name: Enter the Cost Center Nat	me (e.g. Faculty, Department CC Name. Maximum characters, including spaces = 20)
CC Description: Enter the School/Division	n (e.g. Faculty, Department CC Description. Maximum characters, including spaces = 40)
Business Area Code:	
CC Group:	NEW CC Group Required:
Funds Center Link:	
3. COMPLETE TO CREATE NEW CC NO	DF/GROUP
Parent Node:	<u> </u>
N	
CC Node/Group Description: Enter the Description for	the NEW CC Node/Group(Maximum characters, including spaces = 40)
ADMINISTRAT	IVE MANAGEMENT SYSTEM (AMS) ACCESS
If you have a Role Based Authorization automated hierarchy t three days after creation. To request an automated hierarchy	that contains this new FC or CC, AMS will automatically add it to your account within approximately that contains this new fund centre or cost centre,
Users who do not have an automated hierarchy will have to nor cost centre to your AMS account,	notify AMS to manually add this newly created FC or CC to their account. To add a single fund centre
4. AUTHORIZATIONS	
Applicant Name	Manager Name
Signature	Signature
•	FOR ADMINISTRATIVE USE ONLY
ssigned by:	Faculty/Division Notified:
ate:	Date: