



### Cost Center Request Form

This form is used to create a combination of Activity Nbr with optional fields: Cost PID, Task, and Budget Ref. Used only by Human Resources and Pinnacle to charge Payroll and Phone Charges.

Date:	Job Title:
Requester Name:	Campus Location:
PID:	Office Room:
Ext.:	Department Name:

Justification

<b>Cost Center</b>			
Activity Nbr:	Cost PID:	Task:	Budget Ref:
<b>Optional fields, use if applicable:</b>			
Cost PID -			
Task -			
Budget Ref -			
<b>OR</b>			
Project:	Fund:		
<b>Optional field, use if applicable:</b>			
Fund -			

<b>Business Unit Approver</b>	
Business Unit Approver Printed Name:	
Business Unit Approver Signature:	Date:

<b>For Use by Academic Affairs/Office of Financial Planning Approval only</b>	
AA/OFP Approver Name:	
Approver Signature:	Date:

Form must be submitted to Financial Systems and Support Services (FSSS). Please scan this form and e-mail to [glmaint@fiu.edu](mailto:glmaint@fiu.edu).