



UNIVERSITEIT
STELLENBOSCH
UNIVERSITY

Finance Policy: Creation of New Cost Points

Type of Document:	Policy
Purpose:	To provide guidelines for the creation of new cost points
Approved by:	SU Council
Date of Approval:	2006/09/13
Date of Implementation:	2006/09/13
Date of Next Revision:	As needed
Date of Previous Revision(s):	As required
Policy Owner¹:	Chief Operating Officer
Policy Curator²:	Chief Director: Finance
Keywords:	Cost Points
Validity:	In the event of an inconsistency between different versions of this Regulation, the English version prevails.

SU Policies are available at www.sun.ac.za/policies

¹ Policy Owner: Head(s) of Responsibility Centre(s) in which the policy functions.

² Policy Curator: Administrative head of the division responsible for the implementation and maintenance of the policy

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CREATION OF A NEW COST CENTRE**Policy Number: 032B/130906****Scope: The policy provides guidelines about the creation of a new cost centre.****Policy:**

- When applying for a cost centre, a cost centre application form must be completed. The application form can be found on the SU Finance website, <http://www.sun.ac.za/english/Finance/staff/finance-fundamentals/cost-centre/forms>
- The completed application form and documentation must be sent to the Financial and Management Systems Division.
- When the cost centre is created an automatically generated e-mail will be sent to the Cost centre Responsible Person and the Financial Services Accounting Official.

Enquiry programs for Financial System users:

FFB244P Cost centre per SU number
FFB166P Cost centre access per user
FFB224P Enquiry cost centre per SU number

- Cost centres are linked to the person who is responsible for the cost centre and not to the departmental chairperson/executive head/discipline head. If the responsible person does not have an active role at the SU, the cost centre will be linked to the departmental chairperson/executive head/discipline head.
- Alpha/Numerical cost centre are no longer created.
- Cost centres older than five years may be re-used.
- Student Society cost centres
The opening and closure of Student Society cost centres will only be allowed with the approval of the Student Council member for Student Societies.

Contact Division:

Financial Services
Financial and Management Systems