



UNIVERSITEIT  
STELLENBOSCH  
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## Finance Policy: Creation of a New Cost Centre

<b>Type of Document:</b>	Policy
<b>Purpose:</b>	The policy provides the guidelines with regard to the creation of a new cost point.
<b>Approved by:</b>	Finance Committee
<b>Date of Approval:</b>	2006/09/13
<b>Date of Implementation:</b>	2006/09/13
<b>Date of Next Revision:</b>	As required
<b>Date of Previous Revision(s):</b>	None
<b>Policy Owner<sup>1</sup>:</b>	Chief Operating Officer
<b>Policy Curator<sup>2</sup>:</b>	Chief Director: Finance
<b>Keywords:</b>	Cost Points, Cost Point Application
<b>Validity:</b>	In case of differences in interpretation the English version of this policy will be regarded as the valid version.

SU Policies are available at [www.sun.ac.za/policies](http://www.sun.ac.za/policies)

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

<sup>2</sup> Policy Curator: Administrative head of the division responsible for the implementation and maintenance of the policy

## 2.1

**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