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|  | | | | | | | | | | | | | **ChartField Maintenance – Cost Center** | | | | | | | | | | | | | | | | | | | | | | | | |
| *\*Denotes a required field.* | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| \*Business Unit *(5 digits)*: | | | | | | | |  | | | | | | | | | | | Requesting Agency: | | | | | | | |  | | | | | | | | | | |
| Requester: | | | |  | | | | | | | | | | | | | | | | | | | Date: | | | |  | | | | | | | | | | |
| Approver: | | | |  | | | | | | | | | | | | | | | | | | | Date: | | | |  | | | | | | | | | | |
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| **Action Requested** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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|  | Add New Value | | | | | | | | |  | Update Existing Value | | | | | | | | | | | | |  | | Inactivate Existing Value | | | | | | | | | | | |
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| **Account Information** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| \*SetID: | | |  | | | | *(Agency Business Unit)* | | | | | | | | | | | | | \*Cost Center: | | | | |  | | | | | | | | | | | |  |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| \*Effective Date: | | | | | |  | | | | | | | | | | | | | | | | \*Status: | | | | | |  | | Active | | | |  | | Inactive | |
| *(an initial date of 01/01/1901 is required for new cost centers)* | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| \*Description *(limit to 30 characters)*: | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | |
| \*Short Description *(limit to 10 characters)*: | | | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | |
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|  | Budgetary Only *(check box if the Cost Center is only used on budget transactions)* | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| **Attributes** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| \*Attribute | | | | | | | | | Attribute Value | | | | | | | | | | | | \*Attribute | | | | | | | | | | | | Attribute Value | | | | |
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| **Long Description** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| Long Description *(use to further describe the cost center purpose/use)*: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| **For Agency ChartField Administrator Use Only** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Entered By: | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | Date: | | |  | | |
| *After the valid values are created, submit this form to the GL Cardinal Team to update Cardinal Trees and Combination Edits, if necessary.* | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| **Trees** *(review and update, if necessary)* | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| **Combination Edit** *(review rules listed and update, if necessary)* | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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