####

#### Administrative Systems Division

## Cost Centre Code Maintenance Form

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AMSD Form No. : F07 AMSD Ref. No.

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| Maintenance Type:  | [ ]  | Create | [ ]  | Change |

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User Ref. No. : |
|  | [ ]  | Block | [ ]  | Unblock | Expected Completion Date :

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**General Information**

 **SAP and CUPIS:**

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 Company Code : Business Area :

 (Use ‘0008’ if it is for responsible cost centre of WBS only. All postings in SAP will be blocked if ‘0008’)

(For creation, please supply new cost centre code with max 5 characters)

Cost Centre Code :

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 English Description :

 (30 char in mixed case)

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 English Long Description :

 (150 char in mixed case)

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Chinese Description :

 (30 char in mixed case)

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|  | Day | Month | Year | To | Day | Month | Year |
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 Valid From :

 Name of Department Head (Must be filled) : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Staff ID (Must be filled) : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 [ ]  Block all postings in SAP or [ ]  Block all postings except fixed asset documents in SAP

 [ ]  Unblock all postings in SAP

Staff Funding Department : Yes [ ]  No [ ]

 Staff Reporting Department : Yes [ ]  No [ ]

 Supporting document included : Yes [ ]  No [ ]

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CDCF Cost Centre (DCC) :

CDCF Cost Centre Split Percentage:

(Total = 100%)

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Remark :

**Bursary**

 **SAP:** Filled in by : Date : Checked by AMSD :

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Insert before [ ]  / after [ ]   SAP Cost Centre :

(at Same level [ ]  / Higher level [ ] / Lower level [ ] of above Cost Centre )

 Block Cost Centre for Posting in SAP when creation. : Yes [ ]  No [ ]

**SAP Indicators**

 **General**

 Responsible Department: (Default to the Cost Centre itself if not filled)

 Faculty Cost Centre:

 Decentralization Flag: □ Yes / □ No

 Cost Objectives:

□ U - For UGC-funded activities (i.e UGC vote)

 □ UD - For deemed UGC vote

 □ N1 - Non-UGC vote for Self-financed Teaching Programmes

 □ N2 - Non-UGC vote for Research

□ N3 - Non-UGC vote for Private Teaching Hospital

□ NT - Other non-UGC vote

 □ M - Mixed UGC and non-UGC vote (solely used by Financial planning unit)

□ M1 - Mixed UGC and Non-UGC vote for Self-financed Teaching Programmes

□ M2 - Mixed UGC and Non-UGC vote for Research

□ M3 - Mixed UGC and Non-UGC vote for Private Teaching Hospital

□ MT - Mixed UGC and Non-UGC vote for Other Activities

 □ X - NOT applicable

 Category of Self-financed Programmes:

 □ 01 - Category 1 (Degree and Postgraduate Diploma Prog)

* 02 - Sub-degree Prog (Higher Diploma)
* 03 - Other Award-bearing Prog (Prof Dip, Prof Cert, Adv Dip, Ad Cert, Dip, Cert, Fdn Cert)

□ 04 - Category 3 (Non-award-bearing Prog)

□ 05 - Central Administration

□ 06 - CLC Teaching of UGC-funded students

□ 07 - CLC Other project

□ X - NOT applicable

 **Staff cost related**

 Recruitment Restriction Indicator: □ NS - Staff recruitment is NOT allowed

 □ X - Staff recruitment is allowed

 Funding Clearance Indicator: □ X - Funding clearance is NOT required unless there is budget deficit

 □ OL - Funding clearance is NOT required for one-line budget

 □ FC - Funding clearance is required

 Staff Cost Charging Indicator: □ NC - Notional staff cost in one-line budget of FMS

 □ AC - Actual staff cost in one-line budget of FMS

 □ FC - Full actual cost

 System to Monitor Budget: □ FMS / □ SAP

 Staff Cost Projection Type: □ Annual (A) / □ Overall (O)

 Bursary Responsible Person–1 (Staff ID): \_\_\_\_\_\_\_\_\_\_\_ Bursary Responsible Person–2 (Staff ID): \_\_\_\_\_\_\_\_\_\_

 Contract-end Gratuity Restriction: □ CG - Contract-end gratuity is NOT allowed

 □ X - Contract-end gratuity is allowed

 Medical Benefit Restriction: □ M - Medical benefit is NOT allowed

 □ X - Medical benefit is allowed

 Housing Benefit Restriction: □ H - Housing benefit is NOT allowed

 □ X - Housing benefit is allowed

 Discretionary Allowance Restriction: □ DA - Discretionary allowance is NOT allowed

 □ X - Discretionary allowance is allowed

**CDCF related**

 Type of Activities: □ 1 (UGC funded) / □ 2 (Self-financed) / □ X (NOT applicable)

 General Funds: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (G1-G5) / □ X (NOT applicable)

 Specific Funds: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (S3-S18, S20-S23, S99) / □ X (NOT applicable)

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|  | Source of Funding (NOT applicable (X) / Source of Funding, e.g. 11 means UGC) | % of Source of Funding (Total = 100%) |
| 1 |  |  |
| 2 |  |  |
| 3 |  |  |
| 4 |  |  |

 **FMS:** Filled in by : Date : Checked by AMSD :       N/A [ ]

 Department Type : Faculty [ ]  Cost Centre [ ]  Dept^ [ ]  Fac. Based Unit [ ]  Fac. Office [ ]

 Reducible Cost ? Yes [ ]  No [ ]

 RUC Based ? Yes [ ]  No [ ]

 Direct Submission to University ? Yes [ ]  No [ ]

 Budget Display at Faculty Level ? Yes [ ]  No [ ]

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 Immediate Upper Level (If applicable) :

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 Immediate Lower Levels (If applicable) :

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 Display before [ ] / after [ ]  Cost Centre : :

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 Valid from Budget Year :

 [ ]  Block in FMS

 [ ]  Unblock in FMS

^ Immediate lower level of Cost Centre

**Personnel Office** (To be filled for Reporting Department only.**)**

**CUPIS:** Filled in by : Date : Checked by AMSD :

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Department Short Description :

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| Day | Month | Year |
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 Effective Date :

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 Level Code :

 Title of Head of Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Department Indicator: Colleges / Academic Units / Faculties / Admin & Service Units / Research Units /

 Other Academic Units / Others  #

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 Insert before [ ]  / after [ ]   Department :

(at Same level [ ]  / Higher level [ ] / Lower level [ ] of above Department )

 (Note : If it is a Reporting Department, please inform Leave Benefit Team to setup Leave A/C.)

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|  | Requested by | Accepted by | Endorsed by(ITSC) | Completed by(ITSC) |
|  Name |       |       |       |       |
|  Date |  |       |       |       |