#### Information Technology Services Centre, The Chinese University of Hong Kong

#### Administrative Systems Services

## Cost Centre Code Maintenance Form

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|   |   |   |   |   |   |   |   |   |

AMSS Form No. : F07 AMSS Ref. No.

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

|  |
| --- |
|       |

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

|  |
| --- |
|       |

 |

**General Information**

 **CUSAP and CUPIS:**

|  |  |  |  |
| --- | --- | --- | --- |
|   |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
|  |  |  |  |

 Company Code : Business Area :

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

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

Cost Centre Code :

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |

|  |
| --- |
|  |
|       |

 English Description :

 (30 char in mixed case)

|  |
| --- |
|   |
|       |
|       |
|       |
|       |

 English Long Description :

 (150 char in mixed case)

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |   |   |   |   |   |   |   |   |   |   |   |   |   |   |

Chinese Description :

 (30 char in mixed case)

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | Day | Month | Year | To | Day | Month | Year |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |

 Valid From :

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

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

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

 [ ]  Unblock all postings in CUSAP

Staff Funding Department : Yes [ ]  No [ ]

 Staff Reporting Department : Yes [ ]  No [ ]

 Supporting document included : Yes [ ]  No [ ]

|  |  |  |
| --- | --- | --- |
|  |  |  |
|  | % |

|  |  |  |
| --- | --- | --- |
|  |  |  |
|  | % |

|  |  |  |
| --- | --- | --- |
|  |  |  |
|  | % |

|  |  |  |
| --- | --- | --- |
|  |  |  |
|  | % |

CDCF Cost Centre (DCC) :

CDCF Cost Centre Split Percentage:

(Total = 100%)

|  |
| --- |
|       |
|       |
|       |

Remark :

**Finance Office**

 **CUSAP:** Filled in by : Date : Checked by AMSS :

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|   |  |   |   |  |   |   |

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

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

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

**CUSAP Indicators**

 **General**

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

 Faculty Cost Centre:

 Finance Office Resp. Unit: □ X □ AOU □ BU □ DPU □ FPU □ ITU □ PSU □ SPU

Decentralization Flag: □ Yes / □ No

University Management Fee/ Overhead: □ Y - Yes / □ N- No / □ W - Waived by the University

Expenditure Category:

|  |  |
| --- | --- |
| □ I&R - Instruction and Research | □ O1 - University Press |
| □ LIB - Library | □ O2 - Catering Services |
| □ CCF - Central Computing Facilities | □ O3 - Souvenir Counter |
| □ OAS - Other Academic Services | □ O4 - Miscellaneous |
| □ M&G1 - General Insurance | □ MG0 - (P0061 only) MG Central |
| □ M&G2 - Audit, Legal and Other Professional Fees | □ MGA - (P0061 only) MG Acad. Strength and  Niche Area |
| □ M&G3 - Management & General-Other  Operating Expenses | □ MGB - (P0061 only) MG Bursaries |
| □ P1 - Repair and Maintenance | □ MGC - (P0061 only) MG Capital Projects |
| □ P2 - Utilities | □ MGR - (P0061 only) MG Teaching and Research  Enhanm't |
| □ P3 - Government Rent and Rates | □ MGS - (P0061 only) MG Student Development |
| □ P4 - Security, Environment and Safety Services | □ MGU - (P0061 only) MG Scholarships/Prizes |
| □ P5 - Property Insurance | □ MGX - (P0061 only) MG Internationalisation/  Stu Exch. |
| □ P6 - Premises-Other Operating Expenses | □ MGZZ - (P0061 only) MG Others |
| □ SGE1 - Scholarships, Prizes and Bursaries | □ RMG0 - (P0064 only) RMG Central |
| □ SGE2 - Resident Halls | □ RMGP - (P0064 only) RMG Research project |
| □ SGE3 - Student Exchange Programme | □ RMGE - (P0064 only) RMG Research equipment |
| □ SGE4 - Careers, Counseling Services and  Student Activities | □ RMGL - (P0064 only) RMG Research-related  software licence/technology licence |
| □ SGE5 - Alumni Affairs | □ RMGF - (P0064 only) RMG Research facilities |
| □ SGE6 - Sports and Other Facilities | □ RMGA - (P0064 only) RMG Research fellowship/  award |
| □ SGE7 - Student and Staff Health Services | □ RMGS - (P0064 only) RMG Research activities for  students |
| □ SGE8 - Student and General Education-Other Operating Expenses | □ RMGC - (P0064 only) RMG Capital works |
|  | □ RMGZZ - (P0064 only) RMG Others□ X - Not applicable |

Funding Purpose:

□ F01 - University Development

□ F02 - General Academic Use

□ F03 - Capital Project

□ F04 - Research Activities

□ F05 - Scholarships, Prizes and Bursaries

□ F06 - New Colleges

□ F07 - Other Activities

□ F08 - Block Grant Research Reserves

□ F09 - General and Development Reserve Fund ("GDRF")

□ F10 - Matching Grants-Endowment Funds

□ F11 - Matching Grants-Other Funds

□ F12 - UGC Earmarked Grants

□ F13 - Research Matching Grants

□ X - Not applicable

Restricted Fund Classification

□ R1 - Endowment Funds

□ R2 - Other Restricted Funds

□ R3 - Building Funds

□ R4 - Research Project Funds

□ R5 - Self-financed programmes

□ R6 - Others

□ X - Not restricted fund (For Funding Purpose Indicator - F08, F09, F10, F11, F12, F13 or X only)

Block Grant Expenditure

□ X - N/A

□ I&R001 to I&R999 Instruction and Research

□ LIB001 to LIB999 Library

□ CCF001 to CCF999 Central Computing Facilities

□ OAS001 to OAS999 Other Academic Services

□ M&G001 to M&G999 Management and General

□ P001 to P999 Premises and Related Expenses

□ SGE001 to SGE999 Student and General Education Services

□ O001 to O999 Other Activities

 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:

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

* 2a - Sub-degree Prog (Higher Diploma)
* 2b - Other Award-bearing Prog (Prof Dip, Prof Cert, Adv Dip, Ad Cert, Dip, Cert, Fdn Cert)

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

□ 5 - Central Administration

□ 6 - CLC Teaching of UGC-funded students

□ 7 - 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)

 Finance Office Responsible Person–1 (Staff ID): \_\_\_\_\_\_Finance Office 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)

|  |  |  |
| --- | --- | --- |
|  | 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 AMSS :       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 [ ]

3

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|   |   |   |   |   |   |   |

 Immediate Upper Level (If applicable) :

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|   |   |   |   |   |   |   |

 Immediate Lower Levels (If applicable) :

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|   |  |  |  |  |   |   |

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

|  |  |  |  |
| --- | --- | --- | --- |
|   |  |  |  |

 Valid from Budget Year :

 [ ]  Block in FMS

 [ ]  Unblock in FMS

^ Immediate lower level of Cost Centre

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

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

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |   |   |   |   |

Department Short Description :

|  |  |  |
| --- | --- | --- |
| Day | Month | Year |
|  |  |  |  |  |  |

 Effective Date :

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

 Level Code :

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

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

 Other Academic Units / Others  #

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|   |   |   |   |   |   |   |

 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.)

|  |
| --- |
|  |

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