

**MORGAN STATE UNIVERSITY**  
**PROCEDURES TO REQUEST**  
**A NEW BANNER COST CENTER (NON-GRANT)**

A. Complete the “Request for a New Banner Cost Center (Non-Grant) Form” using the procedures listed below:

1. *Name of Account:* [Proposed long descriptive unique name for the Cost Center]
2. *Financial Manager* (Director/Chair/Dean/VP): [Name of individual to authorize and approve all purchases on this cost center. This person will receive all the correspondence related to this cost center.]
  - a. *Signature:* [Original Signature Required]
  - b. *Address:* [Campus address to include building name, room number]
  - c. *Telephone #:* [Please include area code]
  - d. *Fax #:* [Please include area code]
  - e. *E-Mail Address:*
3. *Designee* (Alternative contact person optional): [Individual within a department that could be contacted in the Financial Manager’s absence.]
4. *Dean’s Signature* (if applicable): [Original Signature Required]
5. *Area Vice President’s Signature:* [Original Signature Required]
6. *Funding for the cost center* (be specific): [Examples: State Funding, Fines, Designated Student Fees, Donation to the University]
7. *Reasons for Needing Account:* [**VERY IMPORTANT.** Be as specific and complete as possible. Attach an addendum sheet if necessary. These reasons will be used to decide if a cost center is warranted.]
8. *Approval path:* [not mandatory unless a new University organization has been created]

B. Forward the **COMPLETED** form to the Comptroller’s Office.

C. If the request is disapproved, the form will be returned to the initiating department with an explanation.

D. If the request is approved, a copy of the completed form will be sent to the following offices, if needed:

- |  |                                   |
|--|-----------------------------------|
| 1. Financial Manager for the Cost Center | 6. Student Work Study Office      |
| 2. Area Vice President                   | 7. Purchasing Card Office         |
| 3. Telecommunications                    | 8. Procurement & Property Control |
| 4. Human Resources                       | 9. Miscellaneous Depts., based on |
| 5. Budget Office                         | SPECIAL CIRCUMSTANCES             |

E. Once the Financial Manager receives the new cost center, the Financial Manager should initiate a Banner Finance Security Access Request workflow to get the financial manager and staff, if needed, online access to this new cost center.

**MORGAN STATE UNIVERSITY  
REQUEST FOR A  
NEW BANNER COST CENTER (NON-GRANT)**

**INFORMATION REQUIRED TO ESTABLISH A NEW BANNER COST CENTER (NON-GRANT)**

1. Name of Banner Cost Center:																			
2. Financial Manager (Director/Chair/Dean/VP):																			
a. Signature:																			
b. Address:																			
c. Telephone #:					d. Fax #:														
				-										-					
e. E-Mail Address:																			
3. Designee (alternative contact; optional):																			
4. Dean's Signature (if applicable):																			
5. Area Vice President's Signature:																			
6. Funding for the cost center (be specific):																			
7. Reason(s) for requesting the cost center:																			
8. Approval path (if needed):																			

**COMPTROLLER'S OFFICE USE ONLY**

Banner coding: Fund: _____ Organization: _____ Program: _____			Index: _____
_____ Approved _____ Disapproved By:			Date:
Completed By:			Date:
Comments:			