

## 2.1

**CREATION OF NEW COST POINTS****Policy Number: 032B/130906****Scope: The policy provides the guidelines with regard to the creation of a new cost point.****Policy:**

- When a department applies for a cost point, a cost point application form, which can be found on the SU website, must be completed by the department.
- When the application is returned, the normal cost point application form must be completed and sent to Financial Services for approval, after which it will be created by Financial and Management Systems Division.
- An automatically generated e-mail will be sent to the following people as soon as the cost point has been created:

Person Responsible and Accounting Official

Enquiry programs:

Users: FFB244P

Users: FFB166P

Officials: FFB224P

Cost point per SU no.

Cost point access per user

To look up cost points per SU no.

- New cost points are linked to the person who is responsible for the cost point and not to the departmental chairperson/executive head/discipline head. If the person does not have an SU number, it is linked to the chairperson.
- Alpha/Numerical cost points are no longer created.
- Cost points older than five years may be reused.
- Student Society cost centres: The opening and closure of Student Society cost centres will only take place with approval of the Student Council member for Student Societies.

**Contact Division:**

Financial Services