



**UNIVERSITY OF TORONTO**

Financial Advisory Services & Training  
Financial Services Department  
A Division of Business Affairs

**REQUISITION - CHANGE FIS MASTER RECORD**

**Cost Center (CC) or Cost Center Node / Group**

Note: If you require a Principal Investigator (PI) CC use the "PI FC or CC Form"  
Send completed form by FAX 416-978-5572 OR email: [fast.help@utoronto.ca](mailto:fast.help@utoronto.ca)

CC Number or CC Node/Group assigned:

**1. ADMINISTRATIVE DATA**

Contact Person: \_\_\_\_\_

Email Address: \_\_\_\_\_ Date: \_\_\_\_\_

CC Manager (AMS Userid): \_\_\_\_\_ Phone: \_\_\_\_\_

Faculty / Division: \_\_\_\_\_

Address: \_\_\_\_\_

**2. CHANGE COST CENTER NAME/DESCRIPTION**

CC Name: *Enter the Cost Center Name (e.g. Faculty, Department CC Name. Maximum characters, including spaces = 20)*

CC Description: *Enter the School/Division (e.g. Faculty, Department CC Description. Maximum characters, including spaces = 40)*

**3. CHANGE CC NODE/GROUP**

CC Node/Group Description: *Enter the Description for the NEW CC Node/Group( Maximum characters, including spaces = 40)*

**4a. MOVE CC(s) TO NEW GROUP**

Cost Center Number	New CC Group

**4b. MOVE CC NODE/GROUP TO NEW PARENT NODE**

Cost Center Node/Group	New Parent CC Node

**5. CHANGE LINKING TABLE INFORMATION**

*(For Planning/Budget purposes)*

Current Funds Center: \_\_\_\_\_ New Funds Center: \_\_\_\_\_

**6. AUTHORIZATIONS**

Applicant Name \_\_\_\_\_ Manager Name \_\_\_\_\_

Signature \_\_\_\_\_ Signature \_\_\_\_\_

**FOR ADMINISTRATIVE USE ONLY**

Assigned by: \_\_\_\_\_ Faculty/Division Notified:

Date: \_\_\_\_\_ Date: \_\_\_\_\_