



UNIVERSITY OF TORONTO

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

REQUISITION - CREATE FIS MASTER RECORD Funds Center

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

Canada Research Chair Account:
Self Funded Unit:

FC Number assigned:
(for administrative use only)

1. ADMINISTRATIVE DATA

Contact Person:	Reference FC (if available):
Email Address:	Date:
FC Manager (AMS Userid):	Phone:
Faculty / Division:	
Address:	

2. COMPLETE TO CREATE FUNDS CENTER

FC Name:	<i>Enter the Funds Center Name (e.g. Faculty, Department FC Name. Maximum characters, including spaces = 20)</i>
FC Description:	<i>Enter the School/Division (e.g. Faculty, Department FC Description. Maximum characters, including spaces = 40)</i>
Parent Funds Center:	

Linking Table Information:

(Indicate CC(s) and/or IO(s) to be linked to the FC for planning/budget purposes. Attach additional sheet if necessary)

Cost Center (s)	Internal Order (s)

3. AMS ACCESS

If you have a Role Based Authorization automated hierarchy that contains this new FC or CC, AMS will automatically add it to your account within approximately three days after creation. To request an automated hierarchy that contains this new fund centre or cost centre,

Users who do not have an automated hierarchy will have to notify AMS to manually add this newly created FC or CC to their account. To add a single fund centre or cost centre to your AMS account,

4. AUTHORIZATIONS

Applicant Name _____	Manager Name _____
Signature _____	Signature _____

FOR ADMINISTRATIVE USE ONLY

Assigned by: _____

Faculty/Division Notified:

Date: _____

Date: _____