UNIVERSITY OF TORONTO

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

REQUISITION - CREATE FIS MASTER RECORD
Principal Investigator (PI) Funds Center (FC) & Cost Center (CC)

Send completed form by FAX: 416-971-2010 OR email: ris.help@utoronto.ca

Canada Research Chair Account: ☐

PI FC Number assigned:
PI CC 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:

PI Personnel Number:

Address:

2. COMPLETE TO CREATE FUNDS / COST CENTER

FC Name: *Enter the Funds Center Name (e.g. PI LastName, FirstName. Maximum characters, including spaces = 20)*

FC Description: *Enter the Funds Center Description (e.g. PI LastName, FirstName. Maximum characters, including spaces = 40)*

Parent FC: *A Parent FC must be identified*   Department:

Type of CC Required: ☐ PI CC (6 digit - 2xxxxx)   ☐ Departmental (5 digit - 2xxxx)

CC Group:
G

NEW CC Group Required: ☐

3. COMPLETE TO CREATE NEW CC GROUP

Parent Node:

N

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

ADMINISTRATIVE MANAGEMENT SYSTEM (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, complete the FC & CC Hierarchy Add/delete form.

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, complete the Single FC&CC Add/Delete form.

4. AUTHORIZATIONS

Applicant Name

Manager Name

Signature

Signature

Reset Form

(R15/10DH) Financial Services; Modified May 11, 2015

Print Form