



DEPARTMENT OF CORRECTIONS



AFAMIS COST CENTER REQUEST

PART I: DEPARTMENTAL

Division/Program: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Requestor: \_\_\_\_\_ Phone: \_\_\_\_\_

Purpose: \_\_\_\_\_ Add:  Change:  Close

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What will be the source of revenue for this cost center?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

PART II: BUDGET UNIT

This Cost Center will report to the following structures:

SFMA: Appropriation No: \_\_\_\_\_ Appropriation Yr. \_\_\_\_\_

ORBITS: Program No: \_\_\_\_\_ Program Title: \_\_\_\_\_

AFAMIS Fund: \_\_\_\_\_ AFAMIS Cost Center No: \_\_\_\_\_

Budget Approval \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

PART III: CENTRAL ACCOUNTING

AFAMIS Bank: \_\_\_\_\_ AFAMIS Subledger: \_\_\_\_\_

SFMA PCA: \_\_\_\_\_

Accounting Approval \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

| <b>General Instructions for Request of AFAMIS Cost Center</b>   |
|---|
| A. A new cost center may be requested to capture financial activity for a program, activity or project that is expected to be active and ongoing for a fiscal year or longer and where anticipated activity is both frequent and of adequate volume and complexity to warrant accounting for it separately from other activity in the program area.   |
| B. The Functional Unit Manager may request a new cost center by filling out Part 1 of the request form.   |
| C. Completion of the Cost Center Request form will initiate creation of a new cost center if approved by Budget and Fiscal Services; this form does not replace the need to also complete and submit form CD1439, Delegation of Expenditure Decision Authority Form if expenditures are to be allowed in the cost center. Delegation of Expenditure Decision Authority will need to occur from the Assistant Director level down through the Cost Center Manager level. |
| D. Following completion of Part 1, the Functional Unit Manager transmits the signed form to the Budget Unit to complete and approve Part 2 and establish the AFAMIS cost center.  |
| E. Following completion of Part 2 of the form, the Budget Unit representative transmits the form to Fiscal Service for final action and creation of SFMA profiles.  |

| <b>Specific Instructions for Requestor of AFAMIS Cost Center</b>   |
|--|
| 1. Enter the name of the Division or Program in which this cost center is needed.  |
| 2. Enter the date of this request.   |
| 3. Enter the name of the Functional Unit Manager making the request. This should be an individual with authority over the program the cost center is for.  |
| 4. Telephone number where the Functional Unit Manager may be reached for questions.  |
| 5. Under "Purpose" enter a brief description of the program, activity or project that will be accounted for in this cost center. What distinguishes this from other programs, activities or projects in existing cost centers.   |
| 6. Describe the source of revenue for this cost center. Will revenues be provided by the General Fund? Are there grants expected from the federal government or some other source? Will this cost center be used to account for a business-type activity that will produce its own revenue through sales of goods produced or services provided? Will the program rely on donations? Are monies being transferred from the close-out of some other project or program? |
| 7. Transmit form to Budget Unit.   |
| 8. Budget Unit – <ul style="list-style-type: none"> <li>a. Designate SFMA Appropriation/Limitation Number and Year;</li> <li>b. Create ORBITS program and record number and title;</li> <li>c. Designate AFAMIS fund; create and record AFAMIS cost center;</li> <li>d. Sign approval of cost center and transmit form to Fiscal Services.</li> </ul>  |
| 9. Fiscal Services – <ul style="list-style-type: none"> <li>a. Create SFMA PCA and record;</li> <li>b. Assign Bank, Subledger and PCA for AFAMIS/SFMA Interface and record.</li> <li>c. Sign approval of cost center and retain form on file with organizational records for the accounting systems. Retain 6 years and then destroy (OAR 166-300-0025 p. 3).</li> </ul>   |