

Request to set up a new Cost Centre/Project Code

Department Office: _____

Date Effective: _____

Payroll Set Up Details

Cost Centre / Project Code Number: _____

Cost Centre / Project Code Description _____

Expense Set Up Details

Company to be Attached to Cost Centre _____

Checkers to be Attached to Cost Centre (O/T)

Name and Payroll No _____

Name and Payroll No _____

Name and Payroll No _____

Name and Payroll No _____

Approvers to be Attached to Cost Centre (O/T)

Name and Payroll No _____

Name and Payroll No _____

Name and Payroll No _____

Name and Payroll No _____

Name and Payroll No _____

Approvers to be Attached to Cost Centre (T&S)

Name and Payroll No _____

Name and Payroll No _____

Name and Payroll No _____

Name and Payroll No _____

Name and Payroll No _____

HR Authorisation

Prepared By: _____

Authorised By: _____

Date: _____

Payroll Support Authorisation

GL Matrix Updated Y/N _____

List databases amended _____