New Cost Center Request Guidelines

This document explains when a new cost center is required and outlines the criteria for submitting a request. It is intended to ensure consistency, compliance, and accurate financial reporting by providing clear guidance that staff must review and follow before initiating a request.

When a New Cost Center Is Required

A new cost center is required if any of the following conditions apply:

1. Contract-Based Requirement: A cost center is required when a new contract includes $100,000 or more in budgeted expenses. The contract must be attached to the cost center request. If more than one (1) cost center is requested for a contract, all cost centers related to the contract must be consolidated under one (1) node on the cost center hierarchy for reporting purposes.

2. Supervisory Organization Changes: A cost center is required when a new Supervisory Organization is created and requires its own financial structure.

3. External Financial Reporting Needs: A cost center is required when a new activity involves external financial reporting obligations, including but not limited to:

    a. NSERC Applied Research contracts

    b. Agreements requiring external audits

    c. Funding arrangements with mandatory financial statements or reporting deliverables

4. Academic Program Requirements: A cost center is required when a new academic program must be created in GeneSIS/Thesis. Academic cost centers require approval from Academic Operations before they can be created.

5. A new Strategic Investment Priority “SIP” Project is approved for budget purposes. SIP-related cost centers must be requested by the Corporate Planning Team.

All new cost center requests must be submitted through the request function in Workday (Workday User Guide "Create Request") with appropriate approvals attached. The name of the cost center should be clear and concise and avoid using acronyms if possible. Before submitting a request, please ensure all required documentation is included. New Cost Center Requests require 2 business days to process. Incomplete submissions may delay processing. The use of individual cost centers is at the discretion of Financial Services and may be denied where creating a new cost center would create unreasonable administrative burden. All other methods of segregating expenses must be explored prior to requesting a new cost center.