

## Email the completed form to the Stratus Financials Team at <a href="mailto:stratusfinancialsteam@towson.edu">stratusfinancialsteam@towson.edu</a> (One Cost Center per Form)

Cost Center #	Source #	Division/Subdivision #
Cost Center Description:		
Name of Requestor:		
Signature of Requestor		

- Make sure Source/Cost Center has a zero balance
- Make sure there is no payroll being charged to the Cost Center
- Make sure there is no ProCard user assigned to the Cost Center (check Default Expense Account, HCM)
- Make sure Cost Center is not used in a Student Financials Item Type, STRATUS AR Billing Memo Line
- Make sure there are no other expenses assigned to cost center

STRATUS:			
	Disable value s.th5der /T/MCID 60)y s		
	-	Towson University - 8000 York Rd, Towson MD 21252 - 410-704-2188 - towson.edu/financialsystems	
		Towash Grivetary - 0000 Tork Rd, Towash MD 21232 - 410-704-2100 - towash.edu/ilitatiClaisystems	