

Email the completed form to the Stratus Financials Team at [stratusfinancialsteam@towson.edu](mailto:stratusfinancialsteam@towson.edu)  
(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

