

Request to allocate payroll costs between two or more cost centres for a defined period of time

<i>Staff Name</i>	<i>Staff ID</i>

Existing Cost Centre Code & Description

<i>Cost Allocation Period</i>	<i>Dates</i>
Commencement Date (Must be in the future)	
End Date (Must be Specified)	

<i>Cost Allocation</i>	<i>Cost Centre Code</i>	<i>Percentage Allocation</i>
Cost Centre 1		
Cost Centre 2		
Cost Centre 3		
Cost Centre 4		

Notes or Comments on the above

Approval of Cost Allocation

Requested by _____

Date _____

Approved by (Finance Office Staff only) _____

Date _____