

#### Administrative Systems Services

## Business Area Maintenance Form

AMSS Form No. : F06 AMSS Ref. No:

User Ref. No.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Maintenance Type : Create Change Obsolete

**SAP (Accounts Office)**

Company Code :

Business Area :

Business Area Description :

Source of Funding : BLK Block Grant PRI Private Fund

EAR Earmarked Grant ERB Earmarked Budget

FEE Fee A/C NFU Not Funded By U

PJF Project Fund

Self-financed Business Area : Yes / No\*

If Self-financed, report Asset Acquisition and Write-off Cost (15 & 16 account) on IE statement: Yes / No\*

Finance Office Responsible Person–1 (Staff ID): \_\_\_\_\_\_ Finance Office Responsible Person–2 (Staff ID): \_\_\_\_\_\_

Remark : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**CUPIS (ITSC)**

Update CUPIS Department Table :

**Student Accounts (ITSC)**

Update Student Accounts details:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Requested by | Endorsed by  (User) | Endorsed by  (ITSC) | Completed by | Accepted by |
| Name |  |  |  |  |  |
| Signature |  |  |  |  |  |
| Date |  |  |  |  |  |

\* Delete where appropriate