

# Oklahoma City Public Schools

## *Dormant and Inactive Cost Centers*

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(Yearly) Identify Subaccounts that are inactive (beginning of each school year)

- 1) Run the SAP budget report (Y\_OKD\_48000019)
- 2) Identify subaccounts that are inactive.
- 3) Complete the form '*Dormant and Inactive Sub Accounts*' and submit with June reporting.

Instructions for completing the form:

**Section I:** Complete with site's general information including the cost center (s) number and cost center (s) name.

**Section II:** Complete the three (3) fields in the table row for each dormant &/or inactive cost center (s).

Complete items 7 - 9 verifying all expenses have cleared the cost center (s) and acknowledging remaining funds will be transferred to cost center XXX-60-801 (XXX represents the site number).

**Section III:** Insert the appropriate / required signatures for approval.

Submit the completed and signed form with the June reporting.

# OKLAHOMA CITY PUBLIC SCHOOLS

## Dormant & Inactive Cost Centers

Section I: General Information	
<i>(1) School Name</i>	<i>(2) Site Number</i>
<i>(3) Cost Center Number</i>	<i>(4) Cost Center Name</i>
<i>(5) Teacher / Sponsor</i>	<i>(6) Date of Request</i>

**Annually (as needed) Complete and Submit with June Reporting**

Section II: Cost Centers		
Cost Center	Description	Amount

- 7)  I certify that the following Student Activity Fund Cost Centers are inactive since June 30, 2020.
  
- 8)  There are no outstanding invoices and there are no active Student Activities.
  
- 9)  Please transfer the balance to cost center XXX-60-801 for the benefit of all students effective July 1, 2021.

Section III: Signatures	
<i>(10) Secretary / Financial Secretary</i>	<i>(11) Date</i>
<i>(12) Principal / Custodian</i>	<i>(13) Date</i>

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Forms associated with this process are available in the forms section of this process on the School Finance Resource Page (SFRP) Forward questions to [activityfunds@okcps.org](mailto:activityfunds@okcps.org)