**Updating or Removing a Property Coordinator in the Cost Center:**

If the Cost Center Manager needs to update or remove the property coordinator on their cost center, please click on this link to create a ServiceNow ticket:

https://gatech.service-now.com/financials?id=sc_category&sys_id=d92cb59bdba9bb00fc9efe8d0f96192f&catalog_id=c45e32c0dbb3ef0fc9efe8d0f9619d8

<table>
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<th>Item</th>
<th>Description</th>
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<tbody>
<tr>
<td>Balancing Unit – Request New</td>
<td>This request initiates creation of a new Balancing Unit. This delivered Worktag identifies an organizational structure or unit with budget and financial responsibility.</td>
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<tr>
<td>GTF Transfer Request</td>
<td>To request budget amendment(s) between main GTF Worktags.</td>
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<tr>
<td>Cost Center - Request New</td>
<td>Request a new Cost Center (FDM)</td>
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<tr>
<td>Cost Center - Request change</td>
<td>Request a change to an existing Cost Center</td>
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<tr>
<td>Cost Center - Inactivate/ Reactivate existing</td>
<td>Request inactivation or reactivation of an existing Cost Center</td>
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</table>
Select Cost Center – Request Change

Answer if you are the authorized requester, enter the company information, and the Cost Center Name

Cost Center - Request change

Request a change to an existing Cost Center

This request initiates changes to an existing Cost Center and its assigned roles. This delivered Worktag identifies an organizational structure or unit with budget and financial responsibility. Cost Centers have been established for each school, college, department or unit, generally mimicking operational structure.

* Indicates required

* Preferred Contact Method
  Email

* Requested By
  Whitney Tate (Business Services)

Contact Information
  whitney.tate@business.gatech.edu

Authorized Requestor
  * Are you the Authorized Requestor or Finance Director for your organization?
    Select one

Company Information
  * Select the Company
    Select one

Cost Center Information
  * Current Cost Center Name
    Select one

  * Update Cost Center Name
    Select one

Cost Center Hierarchy
  * Update Cost Center Rollup?
    Select one

Roles
  * Update Cost Center Manager(s)
    Select one

  * Update the PCard Cost Center Manager(s)
    Select one

  * Update RQ Reviewer(s)
    Select one

  * Update Property Coordinator(s)
    Select one
Select Update Property Coordinator.

Choose to Add, Remove or Add and remove Coordinator

Enter the Property Coordinator name and Justification.

Submit to have the FDM team make the change.