

**Student Organization Account
Setup & Update Form**

This form is to create or update a student organization club account.

Club Name: _____ Internal Order: _____

- Chartered Organization Campus Recreation Sports Club
 Residence Hall Council

- Please check one of the following:**
- Establish New Club Account
 Change Club Account Information
 Close Club Account

By signing and submitting this request, the organization's Advisor and Account Manager understand and agree they are financially responsible for the organization's receipts and expenditures. Advisors and Account Managers agree to comply with [UPPS No. 03.01.10](#), which contains the policies and procedures for the Texas State club accounting system.

Club Advisor Name
(Internal Order Manager) _____ TxState Net ID: _____

Campus Address _____ Campus Phone: _____

Signature _____ Date: _____

Account Manager Name
(Cost Center Manager) _____ TxState Net ID: _____

Campus Address _____ Campus Phone: _____

Signature _____ Date: _____

Cost Center _____ (Enter appropriate Cost Center or request a new Cost Center.)

Submit completed forms to **Student Involvement** at the **LBJ Student Center, Room 4-2.4**, and Student Involvement will email it to fiaccountrequests@txstate.edu.

Approval (Administrative Use Only):

	Printed Name	Signature	Date
Student Involvement			
Financial Reporting & Analysis			

Account Short Name (20 char)	
Assigned Cost/Fund Center	
Assigned Fund	
Internal Order Number	