

Account Element Name Change Request

To request a name change for an account element, please complete the below form.

Current Element Information:						
	Туре		Number	N	Name	
Element	Cost Ce	nter				
	Fund					
	Internal	Order				
Responsible Person Name					NetID	

New Element Information:

100 Element Information:					
	Type	Number	N	ame	
Element	Cost Center	•			
	Fund				
	Internal Ord	der			
Responsible Person Name				NetID	

Requester Information:

1 1	****				
Name					
NetID		Phone			

Signature Approvals:

By signing below, Account Manager acknowledges fiduciary responsibility for the funds in this account and for assuring it is managed consistent with all applicable policies and regulations.

	Signature	Date
Account Manager		

Submit completed request forms to Financial Reporting & Analysis at FIAccountRequest@txstate.edu.