

**Account Element
Name Change Request**

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

Current Element Information:

Element	Type	Number	Name	
	Cost Center			
	Fund			
	Internal Order			
Responsible Person Name			NetID	

New Element Information:

Element	Type	Number	Name	
	Cost Center			
	Fund			
	Internal Order			
Responsible Person Name			NetID	

Requester Information:

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.