

**Account Manager  
Change Request**

**Account Information:**

Cost Center / Internal Order	Account Name

**Current Account Manager Information:**

Name		NetID	
Change Reason	Separation (deactivate all SAP FI security roles) Department Transfer (deactivate all SAP FI security roles) Change of Job Duties (complete Special Instructions section) Other (complete Special Instructions section)		
Account Manager Change Effective Date			
Special Instructions	Preserve access to the account(s) listed above, including the approver role Preserve access to the account(s) listed above, but remove the approver role Remove access to the account(s) listed above		

**New Account Manager Information:**

Name		NetID	
Title			
Department			

**Requester Information:**

Name			
NetID		Phone	

**Signature Approvals:**

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

	Signature	Date
<b>Current Account Manager</b>		
<b>New Account Manager</b>		
<b>Chair/Director</b>		
<b>Dean/AVP/VP</b>		

Submit completed request forms to Financial Reporting & Analysis at [FIAccountRequest@txstate.edu](mailto:FIAccountRequest@txstate.edu).