

<h2 style="margin: 0;">Map Existing Elements Request</h2>
---

**Account Information:**

Description/Purpose			
Effective Date			
Existing Elements	<b>Type</b>	<b>Number</b>	<b>Name</b>
	Fund		
	Cost Center		
	Internal Order		
Map Existing Elements to...	<b>Type</b>	<b>Number</b>	<b>Name</b>
	Fund		
	Cost Center		
	Internal Order		
Funding Use(s)	Faculty Salaries Graduate Assistant Salaries Staff Salaries (regular, non-regular) Operating (may include student wages, travel, maintenance & operating (M&O), capital)		

**Account Manager Information:**

Name		NetID	
Title			
Department			
Dean/Director/AVP			

**Requester Information:**

Name			
NetID		Phone	

**Signature Approvals:**

Requests must be approved by at least one managerial level above the account manager.

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

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