

Please complete the following, including all required signatures, and email pdf copies to fiaccountrequest@txstate.edu.

Section 1. Account Information:

a.	Description/Purpose of New Cost Center											
b.	Effective Date											
c.	Cost Center Name (40 characters)											
d.	Link to new Fund/IO?	<input type="checkbox"/> Yes – Complete and submit a Request for New Fund or Request for New Internal Order <input type="checkbox"/> No – Continue										
e.	Link to existing Fund(s)?	<input type="checkbox"/> Yes – Complete information below <input type="checkbox"/> No – Continue										
		<table border="1"> <thead> <tr> <th>Number</th> <th>Name</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> </tr> </tbody> </table>	Number	Name								
		Number	Name									
f.	Uses of Funding	<input type="checkbox"/> Faculty Salaries <input type="checkbox"/> Graduate Assistants Salaries <input type="checkbox"/> Staff Salaries (Regular, non-regular) <input type="checkbox"/> Operating (may include student wages, travel, maintenance & operating (M&O), capital)										

Section 2. Account Manager Information:

a.	Name	
b.	TxState NetID (username)	
c.	Title	
d.	Department	
e.	Phone	
f.	Dean/Director/AVP	

Section 3. Requestor Information: (complete if different than provided in Sec 2)

a.	Name	
b.	TxState NetID (username)	
c.	Phone	

Section 4. Authorizing Signatures

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

	Print Name	Sign	Date
a.	Account Manager (Required for all requests)		
b.	Chair/Director (Required for all requests)		
c.	Dean/AVP/VP (Required for Academic Affairs requests)		

The Account Manager is responsible for the funds in this account and for ensuring that the account is managed consistent with all applicable policy and regulations.

Section 5. SAP/BobCatalog Access

Other than the Account Manager identified above, who will need access to this account:

Name	User ID (SAP log in)	Title

Section 6. Approval (For Administrative Use):

Assigned CC Number	
CC Short Name	
CC Long Name	

Assigned Fund	Fund Number	Fund Name	Functional Area