

## Request for New Internal Order

Please complete the following, including all required signatures, and email pdf copies to [fiaccountrequest@txstate.edu](mailto:fiaccountrequest@txstate.edu) .

### Section 1. Account Information:

a.	<b>Description/Purpose of New Internal Order</b>		
b.	<b>Effective Dates</b>	<b>From:</b>	<b>To:</b>
c.	<b>Internal Order Name (40 char)</b>		
d.	<b>Link to new Fund?</b>	<input type="checkbox"/> Yes – Complete and submit a Request for New Fund <input type="checkbox"/> No – Continue	
e.	<b>Link to existing Fund?</b>	<input type="checkbox"/> Yes – Complete information below <input type="checkbox"/> No – Continue	
		<b>Number:</b>	<b>Name:</b>
f.	<b>Link to new Cost Center?</b>	<input type="checkbox"/> Yes – Complete and submit a Request for New Cost Center <input type="checkbox"/> No – Continue	
g.	<b>Link to existing Cost Center?</b>	<input type="checkbox"/> Yes – Complete information below <input type="checkbox"/> No – Continue	
		<b>Number:</b>	<b>Name:</b>
f.	<b>Uses of Funding</b>	<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.	<b>Name</b>	
b.	<b>TxState NetID (username)</b>	
c.	<b>Title</b>	
d.	<b>Department</b>	
e.	<b>Phone</b>	
f.	<b>Dean/Director/AVP</b>	

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

a.	<b>Name</b>	
b.	<b>TxState NetID (username)</b>	
c.	<b>Phone</b>	

**Section 4. Authorizing Signatures**

	Print	Sign	Date
a.	<b>Account Manager</b> (Required for all requests)		
b.	<b>Chair/Director</b> (Required for all 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. (For Administrative Use):**

ROUTING:	Name	Date
Financial Reporting (df)		
Budget Office		
General Accounting		
FI Master Data		

Assigned Internal Order	
Internal Order Short Name (20 char)	
Internal Order Long Name	
Assigned Cost/Fund Center	
Assigned Fund:	