

**New Operating Fund  
Request**

To request the creation of an operating fund for a new revenue stream (excluding gifts or grants), such as fees, sales, and services, please complete the below form.

**Account Information:**

Revenue Stream Description			
Effective Date			
Fund Name			
Source of Funds	<b>Type</b>	<b>Description</b>	<b>Amount</b>
	Sales & Services		
	Fees		
	Other		
Nature of Income-generating Activity	One-time OR One Year Trial Basis Recurring		
Link to Existing Cost Center(s)	<b>Cost Center Number</b>	<b>Cost Center Name</b>	
<b>If a new Cost Center is required, please also submit a <a href="#">New Cost Center Request</a>.</b>			
Which alternative account is to be used in the event of a deficit?	<b>Cost Center</b>		<b>Fund</b>

**Account Manager Information:**

Name	
NetID	
Title	
Department	
Phone	
Dean/Director/AVP	

**Requester Information:**

Name	
NetID	
Phone	

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

**Signature Approvals:**

New income-generating funds must be approved by the division head (non-academic departments) or academic dean (academic departments).

	<b>Signature</b>	<b>Date</b>
<b>Account Manager</b>		
<b>Chair/Director</b>		
<b>Dean/Associate VP</b>		
<b>Vice President</b>		
<b>Budget Office</b>		

Submit completed request forms to the **Office of Budgeting & Financial Analysis** at [budget@txstate.edu](mailto:budget@txstate.edu).