



Request for New IO for Equipment

About this form:

While the new policies for carryforwards facilitate centralized funding for university-wide initiatives, departments will still have the flexibility to manage and allocate their remaining carryforward funds effectively. This allows you to prioritize essential needs, including equipment purchases and repairs, ensuring operational continuity and preparation for unexpected situations such as unplanned repairs.

If there is a very large equipment purchase that is being planned for, departments may create an IO with a planned contribution of funding to cover the purchase if specific requirements are met. Please provide responses to the question below for review.

Section 1. Account Information:

Description/Purpose of New Internal Order			
Effective Dates	From:		To:
Internal Order Name (40 char)	Equip Reserves > _____ (Dept Name)		
Link to new Fund?	Yes – Complete and submit a Request for New Fund No – Continue		
Link to existing Fund?	Yes – Complete information below No – Continue		
	Number:	Name:	
Link to new Cost Center?	Yes – Complete and submit a Request for New Cost Center No – Continue		
Link to existing Cost Center?	Yes – Complete information below No – Continue		
	Number:	Name:	

Section 2. Request Information:

Purpose of IO	Equipment Repair	Equipment Purchase
Total Amount to be Funded		
Funding in Installments?	Yes	No
If in Installments how much will be funded each year?		
Number of Years account will be funded		
Start date for initial funding.		
List the equipment receiving repairs.		
List the equipment being purchased.		



Request for New IO for Equipment

Section 3. Account Manager Information:

Name	
TxState NetID (username)	
Title	
Department	
Phone	
Dean/Director/AVP	

Section 4. Requestor Information: (complete if different than provided in Sec 3)

Name	
TxState NetID (username)	
Phone	

Section 5. Authorizing Signatures

	Print	Sign	Date
Account Manager (Required for all requests)			
Chair/Director (Required for all requests)			
Dean (Required for requests when Account Manager is the Chair/Director)			
Brendan Scott Assistant Vice Provost, Academic Budgets & Planning			

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 6. 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 7. (For Administrative Use):

Commitment Items:	672000, 670000, 673000, 673100
--------------------------	--------------------------------