



Student Organization Account Setup & Update Form

This form is to create or update a student organization club account.

Club Name:

Internal
Order:

- ☐ Campus Recreation Sports Club
☐ Residence Hall Council

Please check one of the following:

- ☐ Establish New Club Account
☐ Change Club Account Information
☐ Close Club Account

By signing and submitting this request, the organization's Advisor and Account Manager understand and agree they are financially responsible for the organization's receipts and expenditures. Advisors and Account Managers agree to comply [UPPS No. 03.01.10](#) contains the policies and procedures for the Texas State club accounting system.

Club Advisor Name
(Internal Order Manager)

TxState Net ID:

Campus Address

Campus Phone:

Signature

Date:

Account Manager Name
(Cost Center Manager)

TxState Net ID:

Campus Address

Campus Phone:

Signature

Date:

Cost Center

(Enter appropriate Cost Center or
request a new Cost Center.)

Submit completed forms to **Student Involvement and Engagement** at the **LBJ Student Center, Room 4-2.4**, and Student Involvement will email it to fiaccountrequests@txstate.edu.

Approval (Administrative Use Only):

	Printed Name	Signature	Date
Student Involvement			
Financial Reporting & Accounting			

Account Short Name (20 char)	
Assigned Cost/Fund Center	
Assigned Fund	
Internal Order Number	