Request for New Internal Order

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 Internal Order**				
b.	**Effective Dates**	**From:**		**To:**	
c.	**Internal Order Name (40 char)**				
d.		☐ Yes – Complete and submit a Request for New Fund ☐ No – Continue			
e.	**Link to existing Fund?**	☐ Yes – Complete information below ☐ No – Continue			
		Number:	Name:		
f.	**Link to new Cost Center?**	☐ Yes – Complete and submit a Request for New Cost Center ☐ No – Continue			
g.	**Link to existing Cost Center?**	☐ Yes – Complete information below ☐ No – Continue			
		Number:	Name:		
f.	**Uses of Funding**	☐ Faculty Salaries ☐ Graduate Assistants Salaries ☐ Staff Salaries (Regular, non-regular) ☐ 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**	

TEXAS STATE UNIVERSITY

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Section 4. Authorizing Signatures

	Print	Sign	Date
a.	**Account Manager** (Required for all requests)		
b.	**Chair/Director** (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:	