

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

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).

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

Submit completed request forms to the **Office of Budgeting, Financial Planning & Analysis** at budget@txstate.edu.