

## Club Accounts Set-Up & Update Form

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

**Club Name:** \_\_\_\_\_ Internal Order: \_\_\_\_\_

- |  |  |
|--|--|
| <input type="checkbox"/> Chartered Organization<br><input type="checkbox"/> Residence Hall Council | <input type="checkbox"/> Registered Organization<br><input type="checkbox"/> Campus Recreation Sports Club |
|--|--|

**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 with [UPPS No. 03.01.10](#) which 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 form to the **Campus Activities & Student Organizations Office, LBJSC Rm 4-11.1.**

**Approval (For Administrative Use):**

	Printed Name	Signature	Date
Campus Activities & Student Organizations			
General Accounting Office			
FI Master Data Center			

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