

**New Cost Center
Request**

To request the creation of a new cost center, please complete the below form.

Account Information:

Description/Purpose		
Effective Date		
Cost Center Name		
Link to New Fund / IO?	Yes – Complete and submit a New Fund or Internal Order Request No – Continue	
Link to Existing Fund(s)?	Yes – Complete Fund Information Below No – Continue	
	Fund Number	Fund Name
Funding Use(s)	Faculty Salaries Graduate Assistant Salaries Staff Salaries (regular, non-regular) Operating (may include student wages, travel, maintenance & operating (M&O), capital)	

Account Manager Information:

Name	
NetID	
Title	
Department	
Phone	
Dean/Director/AVP	

Requester Information:

Name	
NetID	
Phone	

SAP Access:

In addition to the Account Manager, who will need access to this account?

Name	NetID	Title

In addition to the Account Manager, who will need to approve requisitions?

Name	NetID	Title

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:

Requests must be approved by at least one managerial level above the account manager.

	Signature	Date
Account Manager (All requests)		
Chair/Director (All requests)		
Dean / AVP / VP (Academic Affairs requests)		

Submit completed request forms to Financial Reporting & Analysis at FIAccountRequest@txstate.edu.