

Request for New Operating Fund

For a new revenue stream other than gifts or grants such as fees, sales, and services

Please complete the following, including all required signatures. Send to the **Office of Budgeting, Financial Planning & Analysis, JCK Building, Suite 820** or email pdf copies to budget@txstate.edu. Attach additional supporting documentation as necessary.

Section 1. Account Information:

a.	Description of New Fund (Revenue Stream)			
b.	Effective Date			
c.	Fund Name (40 char)			
d.	Source of Funds		DESCRIPTION	AMOUNT
		Sales and Services		
		Fees		
		Other		
e.	Nature of Income-Generating Activity (Select one option only)	One-Time or for One Year		
		Trial Basis		
		Recurring		
f.	Link to existing Cost Center(s) also called Fund Center(s)	Identify Cost Center: Number Name		
g.	Is a new Cost Center (Fund Center) required for this fund?	If Yes, complete <i>Request for New Cost Center</i>		
h.	Identify an alternative account to cover possible deficit			

Section 2. Account Manager Information:

a.	Name	
b.	TxState NetID	
c.	Title	
d.	Department	
e.	Phone	
h.	Dean/Director/AVP/VP	

Section 3. Requestor Information: (complete if different than provided in Sec 2)

a.	Name	
b.	TxState NetID (username)	
c.	Phone	

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Section 4. Authorizing Signatures New income generating funds must be approved by the division head in non-academic departments and by the academic deans for academic departments.

	Print Name	Signature	Date
a.	Manager		
b.	Chair/Director		
c.	Dean/AVP		
d.	Non-Academic Affairs VP		

The Account Manager is responsible for the funding in this account and for ensuring that the account is managed consistent with all applicable policy and regulations.

Section 5. Approval (For Administrative Use):

ROUTING:	Name	Date
Budget Office		
Financial Reporting		
General Accounting		
FI Master Data Center		

FINANCIAL REPORTING:	
Assigned Functional Area	
Assigned Fund Group:	

FI MDC:	
Assigned Fund Number:	
Fund Short Name (20 char)	
Fund Long Name	

Assigned Cost Center	CC Number	Cost Center Name	Functional Area