

<p>Map Existing Elements Request</p>

Account Information:

Description/Purpose			
Effective Date			
Existing Elements	Type	Number	Name
	Fund		
	Cost Center		
	Internal Order		
Map Existing Elements to...	Type	Number	Name
	Fund		
	Cost Center		
	Internal Order		
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			
Dean/Director/AVP			

Requester Information:

Name			
NetID		Phone	

Signature Approvals:

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

	Signature	Date
Account Manager		
Chair/Director/Dean/AVP/VP		
Dean/AVP/VP		

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