

**Account Element  
Name Change Request**

To request a name change for an account element, please complete the below form.

**Current Element Information:**

Element	Type	Number	Name	
	Cost Center			
	Fund			
	Internal Order			
Responsible Person Name				NetID

**New Element Information:**

Element	Type	Number	Name	
	Cost Center			
	Fund			
	Internal Order			
Responsible Person Name				NetID

**Requester Information:**

Name			
NetID		Phone	

**Signature Approvals:**

*By signing below, Account Manager acknowledges fiduciary responsibility for the funds in this account and for assuring it is managed consistent with all applicable policies and regulations.*

	<b>Signature</b>	<b>Date</b>
<b>Account Manager</b>		

Submit completed request forms to Financial Reporting & Analysis at [FIAccountRequest@txstate.edu](mailto:FIAccountRequest@txstate.edu).