

**New Statistical Order  
Request**

To request the creation of a new statistical order, please complete the below form.

**Account Information:**

Description/Purpose			
Effective Dates	From:		To:
Statistical Order Name			
Link to New Fund?	Yes – Complete and submit a New Fund Request No – Continue		
Link to Existing Fund?	Yes – Complete Information Below No – Continue		
	<b>Fund Number</b>	<b>Fund Name</b>	
Link to New Cost Center?	Yes – Complete and submit a New Cost Center Request No – Continue		
Link to Existing Cost Center?	Yes – Complete Information Below No – Continue		
	<b>Cost Center Number</b>	<b>Cost Center Name</b>	
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:**

	Signature	Date
<b>Account Manager</b> (All requests)		
<b>Chair/Director</b> (All requests)		

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