

**New Operating Fund
Request**

To request the creation of an operating fund for a new revenue stream (excluding gifts or grants), such as fees, sales, and services, please complete the below form.

Account Information:

Revenue Stream Description			
Effective Date			
Fund Name			
Source of Funds	Type	Description	Amount
	Sales & Services		
	Fees		
	Other		
Nature of Income-generating Activity	One-time OR One Year Trial Basis Recurring		
Link to Existing Cost Center(s)	Cost Center Number	Cost Center Name	
If a new Cost Center is required, please also submit a New Cost Center Request.			
Which alternative account is to be used in the event of a deficit?	Cost Center		Fund

Account Manager Information:

Name	
NetID	
Title	
Department	
Phone	
Dean/Director/AVP	

Requester Information:

Name	
NetID	
Phone	

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:

New income-generating funds must be approved by the division head (non-academic departments) or academic dean (academic departments).

	Signature	Date
Account Manager		
Chair/Director		
Dean/AVP		
Non-Academic Affairs VP		

Submit completed request forms to the **Office of Budgeting, Financial Planning & Analysis** at budget@txstate.edu.