

New Internal Order Request

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

Account Information:

Description/Purpose		
Effective Dates	From:	To:
Internal 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	
	Fund Number	Fund Name
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	
	Cost Center Number	Cost Center Name
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

I understand and approve that the above-listed will also have access to view the parent Fund Center.

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
Account Manager (All requests)		
Chair/Director (All requests)		

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