

THE UNIVERSITY OF TEXAS AT AUSTIN

New Account Request
Non-Educational and General

TO: Don Simpson, General Ledger Manager, Office of Accounting, Mail Code K5300

FROM: _____

DEPARTMENTAL CONTACT (for questions regarding this request) (Phone #) (e-mail address)

Table with 3 columns: TYPE OF ACCOUNT, SOURCE OF FUNDS, and SUBACCOUNTS. Includes categories like 18*, 19, 29, Other and various fund sources like Gift, Sales/Service, Transfer from non-fee accounts, etc.

* 18 account requests must include an Approved Rate Request Package

** List of Transfer From account(s) _____

*** Accounts with an "All Expense" sub-account cannot have additional expenditure sub-accounts except 70 or 71 (schol/tuition)

***** 19 & 29 accounts generating external income will be assessed the 3.25% Administrative Fee *****

DEPARTMENT: _____ UNIT CODE: _____

PROPOSED TITLE: _____

ATTACHMENTS: ___ Correspondence ___ Copy of Check ___ Gift Documentation Other _____

ACCOUNT PURPOSE: (describe in detail the source of funds & the purpose of account (how the funds will be spent))

APPROVALS: (NOTE: BOTH SIGNATURES ARE REQUIRED and must have signature authority)

DEPARTMENTAL APPROVAL & TITLE:

(Signature) (Printed name) (Title) (Date)

DEAN or DIRECTOR'S APPROVAL & TITLE:

(Signature) (Printed name) (Title) (Date)

OFFICE OF ACCOUNTING APPROVAL: _____ DATE: _____

Account # _____ NACUBO _____ Federal Element _____ Centrally Funded Fringes (Y / N)
Report Code(s) _____ Admin Fee (Y / N)