

THE UNIVERSITY OF TEXAS AT AUSTIN

New Account Request
Non-Educational and General

TO: Trish McIntyre, General Ledger Manager, Office of Accounting, Mail Code D8700

FROM: _____

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

TYPE OF ACCOUNT: SOURCE OF FUNDS: SUBACCOUNTS:
18* 30 Gift - If transfer, list accounts [List]**
19 41 Sales/Service [Explain in Purpose Section]
29 Transfer from non-fee accounts(s) [List]**
Other Conference/Registration Fees
Student Fee Income
Transfer from existing fee acct [List]**
New approved fee revenue
Other - [Explain in detail in Purpose section]
09 A &P Salaries 75 Travel
10 Class Salaries 80 Spec Equip
14 Fringe Benefits 90 Alloc. Budget
20 Wages 93 Gifts
50 M.O.&E 94 Invest Inc.
51 All Expenses*** 95 Oper. Inc
70 Scholarship/Fellow Other (Specify)
71 Tuition

* 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 (scholarship/tuition)

***** 19- & 29-accounts generating external income will be assessed the 3.25 percent 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_