

THE UNIVERSITY OF TEXAS AT AUSTIN
TXSHOP ACCOUNT CHANGE REQUEST

Department Name: _____
 Store Name: _____
 Name of Requester: _____
 Nature of Change: ___ New Subcode ___ Change Account Number
 ___ Change Contact ___ Update Payment Methods

TXShop Billing code: _____
 Phone Number: _____

SUBCODE CHANGES						
Product Title or Description (maximum length 25)	Income Account Number	Expense Account Number for Credit Card Discount Fee Charges	Income Object Code	Optional: if you indicate a 30-acct, please list:		
				Sale Price	Value of Item/Service	Tax-deductible Amount

ACCOUNT NUMBER(S) CHANGES								
Existing Subcode Number	Current Account Number Information				New Account Number Information			
	Income Nontax-deductible	Income Tax-deductible	Expense	Object Code	Income Nontax- deductible	Income Tax-deductible	Expense	Object Code

THE UNIVERSITY OF TEXAS AT AUSTIN
TXSHOP ACCOUNT CHANGE REQUEST

PAYMENT METHOD CHANGES		
Type of Payment	Add	Delete
Credit Cards	_____	_____
Cash	_____	_____
VT5	_____	_____

If you have not previously used an IDT/VT5 as a payment method, please provide the *DEFINE format, creator desk, and view used to create documents.

Format	Creator Desk	Creator View

CONTACT CHANGE		
Name	Phone	E-mail

APPLICATION APPROVALS AND ROUTING				
Office	Action Required	Signature	Date	Printed Name
UBOC Committee Member	Signature Required			
*For Internal Use Only				
Student Accounts Receivable	Bill Code/Subcode Review and Assignment			
Financial Accounting Services	Review Acct Numbers and Object Codes			
Development Office	30-Account approval			

THE UNIVERSITY OF TEXAS AT AUSTIN
TXSHOP ACCOUNT CHANGE REQUEST