

Request for a New TXShop Store

Please fill out the following information and send as an attachment to txshop-info@utlists.utexas.edu

Date of request:

Requestor Name:

Phone:

E-mail:

Department:

Departmental Code (4 Digit):

(Find your department code here: <https://utdirect.utexas.edu/dept/index.WBX>)

Department Mainframe Prefix (2 Digit):

(Hint: the two characters at the beginning of your DEFINE logon or that precede the accounting billcode)

Store Name (*this can be changed later*):

Target opening date:

Expected customer base:

Store purpose (a brief description of what you plan to sell):

Will any of these items be tax deductible? (check one) YES NO

Please indicate which items from above you would consider tax deductible

What account(s) will you be using?

Please list below anyone who should be authorized as an administrator for this new store:

Name	EID	Position Title	e-mail address	Phone number

University Business Officers Council (UBOC) Representative:

Name	EID	Position Title	e-mail address	Phone number

UBOC Representative Approval Required:

Printed Name	Signature	Date

(Find your department's UBOC representative here:

<https://utdirect.utexas.edu/ohs/contacts/list-contacts/index.WBX>)