



# Request for New Account in FAMIS

Name of Account:

Responsible Person:

UIN:

Primary Dept Code:

Sub-Dept (if any):

Source of Funds:

Function:

Purpose of Account / Types of Expenditures: (Detailed Description Required, including source, list of expenditures i.e., Salaries, Supplies, etc.):

Other (Restrictions, Comments, Special Instructions)

Dept Contact:

Date:

Requested by:

Date:

Vice President:

Date:

Director of

Budgets:

Date:

Section to be completed by the Accounting Office:

New Account#

Account Created By:

Date:

Year End Process

Yes

Copy to Business Office  
(if Student Related)

Yes

No

No

Element of Cost

Effort Category

Generate Budget Exp

Yes

No

Controller/Director of  
Accounting  
Approval:

Date:

\*\*Please contact Purchasing and Payroll about Routing: Cynthia.Henderson@tamut.edu or rgreen@tamut.edu

NOTE: THE REQUEST FOR NEW ACCOUNT INSTRUCTIONS MUST BE ATTACHED TO ALL NEW ACCOUNT REQUEST FORMS AS ACKNOWLEDGEMENT OF REVIEWING THE INSTRUCTIONS.

**Print form & instructions and email signed document to: newFAMISaccounts@tamut.edu**



## Request for New Account Instructions

**Name of Account:** 35 characters including spaces and dashes. The title will need to correspond to the purpose of the account.

**Responsible Person:** The individual that will be responsible for any transactions that are posted on the account. For Grants, in order for the Principal Investigator's (PI) to view any information in MAESTRO, the individual will need to be listed here. There can be multiple responsible persons listed on screen 9.

**UIN:** 9-digit identification number of the responsible person.

**Primary Dept. Code:** 5 digit code designates department responsible for the account. Please see FAMIS Screen 29 for department code list or in Canopy, view the Account Search tab.

## Source of Funds

**Please check the appropriate box to indicate the source of funds that will be used to budget this account**

**Transfer from TAMU Accounts:** The funds will be transferred from an account that is currently active in FAMIS. The new account number will be setup in same account range.

**State General Revenue:** These funds are appropriated by State legislature.

**Grants and Research:** Those request need to be routed through Office of Graduate Studies and Research (4xxxxx)

**HEF:** [..\MISC SCANS & DOCUMENTS\HEAF Guidelines.pdf](#)

**Student Fees & Assessment:** Student fees must be approved by the Board of Regents (BOR) or the President. These student fees include: field trips, study abroad or new general fees.

**Other Sources:** **A.)** Plant account – request will be reviewed and initiated by the Budget Office (08xxxx / 8xxxxx). **B.)** Agency funds – these are funds held by TAMU for another entity. The funds are deposited within the institution for safekeeping to be used or withdrawn by the depositor. The funds may be held on behalf of the students, faculty, staff organization, or some other third party (94xxxx – 94189x). **C.)** Student Organizations – the request will be initiated by student activities.



## Function Code

**Please select the one that will best classify what the funds will be spent on. Determination of the function code is very important in coding of account for reporting purposes.**

**Instruction – 10 :** *All activities that are part of an institution's instruction program; Credit & Non Credit courses; academic, vocational, and technical instruction; remedial and tutorial instructions; and regular; special and extension sessions.*

**Research – 15:** *Activities specifically organized to produce research, whether commissioned by an agency external to the institution or separately budgeted by an organizational unit within the institution. Categories includes: Institutes and Research Centers, Individual and Project Research, and Research Information Technology.*

**Public Service – 20:** *Provide non-instructional services beneficial to individuals & groups external to the institution; conferences, institutes, general advisory services, reference bureaus, radio and television consulting.*

**Academic Support – 25:** *Support services for the institution's primary missions: instruction, research and public service; Libraries, museums & galleries; services that directly assist the academic functions of the institution, computing support, academic administration*

**Student Services – 30:** *Admissions, registrar and activities with the primary purpose of contributing to student well-being and intellectual, cultural and social development outside of formal instruction program; Student activities, cultural events, student newspapers, intramural athletics, student organizations, counseling and career guidance, student aid administration, student health services, student admissions*

**Institutional Support -35:** *Central, executive-level activities concerned with management and long-range planning for the entire institution, such as the governing board, planning and programming operations, and legal services; fiscal operations; space management, employee personnel and records; logistical activities that provide procurement, storerooms, printing; transportation services*

**Operation & Maintenance of Plant-40:** *Physical Plant Administration; building maintenance; custodial services, utilities; landscape and grounds maintenance; safety and security*

**Scholarships/Fellowships – 60:** *Grants-in-aid to students, trainee stipends, and awards, tuition and fee waivers and prizes*

**Auxiliary – 70:** *Furnish goods or services to students, faculty, staff, other institutional departments, and charges a fee directly related to, although not necessarily equal to, the cost of goods or services; Residence halls, food services, intercollegiate athletics, parking, student health services*

**Purpose of Account:** *Detailed description required, including source of funds, if available please attach documentation. Detailed information of the purpose of the account will help determine the true function of the account.*



## Texas A&M University TEXARKANA

**Types of Expenditures:** *A list of expenditures that will be paid from the account. Example of expenses include: Salaries, supplies, equipment, travel and etc.*

**Any Restrictions on funds/account:** *Any type of restrictions that need to be noted on the account will need to be added here. This will help with making sure unallowable expenses are not posted to the account. NOTE: The purchase of alcohol will need to be approved by the President/CEO before it is allowable on the account; please see System Policy 34.03 – Alcoholic Beverages for purchase requirements.*

**Requested By:** *The individual that has been authorized to request the establishment of a new departmental account (i.e. Vice President)*

**Department Contact:** *This individual will be contacted by email once the account has been established.*

**\*Please Note\*** *Send all requests to [newFAMISaccounts@tamut.edu](mailto:newFAMISaccounts@tamut.edu). New accounts will be established within 4 business days as long as the request includes all information needed to correctly establish the account. If additional information must be requested, additional time will be needed to establish the account.*

*The Accounting office reserves the right to modify or deny any request for a new FAMIS account.*