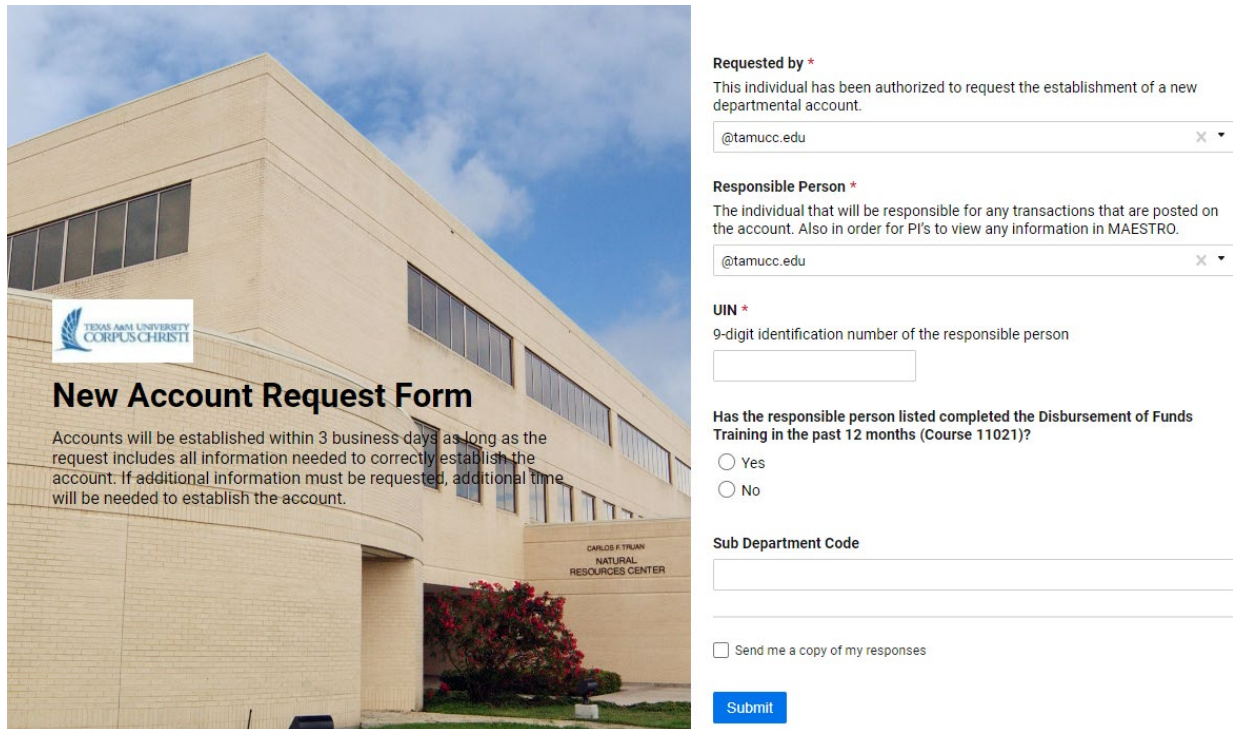


# Instructions on how to complete New Account Request Form:



**Requested by \***  
This individual has been authorized to request the establishment of a new departmental account.

@tamucc.edu

**Responsible Person \***  
The individual that will be responsible for any transactions that are posted on the account. Also in order for PI's to view any information in MAESTRO.

@tamucc.edu

**UIN \***  
9-digit identification number of the responsible person

Has the responsible person listed completed the Disbursement of Funds Training in the past 12 months (Course 11021)?

Yes  
 No

**Sub Department Code**

Send me a copy of my responses

Submit

1. The first field that you will need to complete will be the requested by field. This should be you since you are requesting the establishment of a new departmental account. For instance, you could put [johndoe123@tamucc.edu](mailto:johndoe123@tamucc.edu)
2. The responsible person must be an individual who is a permanent PT or FT employee of TAMUCC and must be listed as the Department Head on the signature card for the department. This person must have completed Guidelines for Disbursement of Funds training within the last year. (Course# 2111496: The Guidelines for Disbursement of Funds)
3. UIN is the University issued identification number of the responsible person.
4. Click "Yes" or "No". **Please Note:** The responsible person must have completed the training for Disbursement of Funds. If you click "no", you will not be able to proceed with New Account Request.
5. If you answer "yes" to item #4, the following field will populate. The TrainTraQ transcript for the Responsible person listed in #2 must be attached indicating

course #2111496: The Guidelines for Disbursement of Funds has been completed within the past 12 months. *Please note: If a transcript is not attached, you will not be able to “submit” at the end of the form.*

**File Upload - Please attach the training transcript here. \***

Drag and drop files here or [browse files](#)

6. Select the correct department from the drop-down menu. If applicable, please enter the 4-5 digit sub department code. If your department does not populate, please select the “other” department option, and specify the 4-5 digit dept code.

**Department \***

Select ▼

**Sub Department Code**

7. The account short name will be the title of the new account. The short name is limited to 35 characters and will be the title you see in FAMIS.

**Account Short Name \***

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

8. The account long name is applicable if you need to expand on the 35 character limit Short Name – specifically if you had to use abbreviations or shorten words, please spell it out here.

**Account Long Name**

If applicable.

9. The account number requested field is optional, however if you have a specific account number for the new account that you are requesting, please input that number in this field.

**Account number requested-no dash needed (optional)**

10. The account purpose field is for explaining the goal of the new account. Please give an in -depth description, plus a source of funds, and if applicable provide documentation.

**Account Purpose \***

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

11. Please select the source of funds. You must select a funding source to continue. If you are unsure, please see section 02.05 in the Finance Handbook for a complete list of definitions: [www.tamucc.edu/finance-and-administration/financial-services/accounting/handbook-documents/section-02.05.pdf](http://www.tamucc.edu/finance-and-administration/financial-services/accounting/handbook-documents/section-02.05.pdf)

**Source of Funds \***

- Agency Funds
- Agreement
- Cost Share
- Designated Tuition
- Donation/Gifts
- Grant/Contracts
- Comprehensive Research Funds
- Indirect Cost (IDC)
- Research Enhancement Funds
- State Appropriations
- Student Fees
- Other(please specify)

12. Depending on the fund source you select in item #11, different fields may populate requesting additional information.
13. If you choose “yes” to the question, “Will a list of functions and their descriptions assist in determining the best use of funds?” then a description of each use of functions will become available to assist you in determining the best use of funds.

More detailed definitions for use of funds can be found in the Finance Handbook section 02.04: <https://www.tamucc.edu/finance-and-administration/financial-services/accounting/handbook-documents/section-02-04.pdf>

**Will a list of functions and their descriptions assist in determining the best use of funds?**

Yes  No

14. Salary savings are monies remaining from a vacant position after all payroll & termination costs have been satisfied. The types of positions that generate attrition are faculty professional, faculty administrator and classified positions. Examples of how these funds are generated include savings from positions being vacant long periods of time and savings when a member of faculty or staff goes on leave without pay status. If you choose “yes” - you will need to input staff and faculty salary savings accounts.

**Salary Savings Distribution? \***

Yes  
 No

**Salary Savings Distribution**

**Faculty Salary Savings Distribution**

15. The restriction on funds field should include any types of restraints that need to be mentioned on the account. Stating such restrictions should ensure that any incorrect expenses are not submitted to the new account. Additionally, there can be sub-coded edits applied to the account to prevent inappropriate expenses.

**Any restrictions on funds? \***

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. There can also be sub-code edits added on the account to restrict any of these expenses.

16. If the account is terminated where does the remaining balance go? Will you want to handle surplus and deficits in the same manner?

What provisions for deficits or refunds of the balance are to be made? \*

Please provide an account number, if applicable.

17. If equipment is purchased, who retains the title to that equipment. Some grants allow participants to keep equipment purchased.

Provision for retaining equip title? \*

What is the provision for retaining title to equipment purchased with these funds?

18. GEB stands for Generate Expense Budget. A GEB flag with a value of “Y” means that as revenue is added to or subtracted from an account, a corresponding expense budget is created. An example of a GEB account is a camp. As funds are deposited to the account, a nightly batch processes the revenue and creates an expense budget equal to that revenue.

In the GEB field you will click on “yes” if the account should generate revenue and expense budget as revenue is received. GEB accounts are self-funded accounts.

GEB \*

- Yes  
 No

In the GEB field, if you click on “no”, additional fields will populate requesting information related to the budget.

**GEB \***

Yes

No

**Estimated Budget**

**ABR Rule (Attach Budget Sheet)**

3 digit number

**Budget Breakdown**

Pick 1 or more from the list.

19. Using the support account selection please specify “yes” if you would like funds to be kept track of more closely through support accounts. If not, then please specify “no”.

**Support Account \***

Yes

No

Both - Yes & No

20. Finally, unless you have any further notation or commentary, you may submit this form to be processed by the accounting department.

**Any additional comments or notes:**

Please include any additional comments or notes that will assist in completing this form.

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Send me a copy of my responses

**Submit**