



## Request for New Account Instructions

**System Member:** Enter System Member ID. Example: 02, 10, 23

**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. Also in order for PI's 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:** 4-5 digit code designates department responsible for the account.

**Secondary Dept. Code:** 4-5 digit code designates the secondary department that will be responsible for the account.

## Source of Funds

***Make sure to check the appropriate box as to where the funds will come from.***

**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, please see <http://finance.tamu.edu/fmo/dbr/docs/transfers.pdf> Departmental Budget Request (DBR) for more information on acceptable and non-acceptable transfers.

**Transfers from TAM Foundation:** The funds will be transferred from the TAMU Foundation. The new account number will be either a 5xxxxx (gift) or 65xxxxx (scholarship) account range depending on the purpose of the account.

**Gift:** Gifts can be from the foundation or individuals. The Donor's name will need to be provided. When the source of funds is a gift, the Gift Account Information Form is required. <http://fmo.tamu.edu/media/66226/gift-form.pdf>. Detail on gift ranges: **A.** Discretionary or from Student Association of Former Students (50xxxx) **B.** Gifts with purpose (51xxxx) **C.** Endowment (074xxx – 077xxx)-see contact at <http://fmo.tamu.edu/reporting/gifts-endowments/>. Loans (070xxx)-contact Student Financial Aid **D.** scholarships (65xxxx).

**Sponsored Research:** Those request need to be routed through Office of Research Administration (4xxxxx) <http://vpr.tamu.edu/researchadmin/contact/contact>

**Conference Fees:** Conference, Short Courses, Continuing Education Programs where registration fees are paid (250xxx). Note: Alcohol is allowed; no special approval required.

**Student Fees:** Student fees must be approved by the President or Board of Regents (BOR). These student fees include: field trips, study abroad or new general fees. Contact Student Business Services at [sbs@tamu.edu](mailto:sbs@tamu.edu) or (979) 845-9406.

## Request for New Account Instructions

**Sales/Services:** *The Office of Cost Analysis will need to be contacted before a service center account can be established. The rate study and additional paperwork will need to be submitted and approved by the Office of Cost Analysis (27xxxx). Contact Cost Analysis department at [costanalysis@tamu.edu](mailto:costanalysis@tamu.edu) or (979) 458-3957.*

**Other Sources:** ***A.)**Misc- Bookstore Allocations, Journals, or (55xxxx). **B.)**Plant account – request will be reviewed and initiated by the Budget Office (08xxxx / 8xxxx). **C.)** 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). **D.)**Student Organizations – the request will be initiated by student activities.*

**Sub-Sub (if applicable):** *The sub-sub field is used for fund balance reporting purposes. Please select a code that is specifically for the account.*

**Sub-Fun (if applicable):** *The sub-fun attributes will be for the purpose of UFO and reserving funds. Once a sub-fun code is added to the account when reports are generated by Finance, the report will automatically pick up the remaining balance in the account and show it as a reserve.*

## Function Code

***Please select the function 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.

**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. There can also be sub-code edits added on the account to restrict any of these expenses. NOTE: The purchase of alcohol will need to be approved before it is allowable on the account; please see link to University Rule – Alcoholic Beverages for purchase requirements <http://rules-saps.tamu.edu/PDFs/34.03.01.M1.pdf>.

**Requested By:** The individual that has been authorized to request the establishment of a new departmental account. If this individual has not been authorized they will need to fill out the FD-DSA form <http://fmo.tamu.edu/media/66342/FD-DSA-Delegated-Signature-Authority-Form.pdf> and send completed form to MS 6000 or [FMO-FTS@tamu.edu](mailto:FMO-FTS@tamu.edu).

**Responsible Accountant:** This individual will be listed on screens 4 and 8. They will have knowledge of everyday transactions that will take place on the new account.

**\*Please Note\*** Send all requests to the New Accounts email at [new-accounts@tamu.edu](mailto:new-accounts@tamu.edu) or mail to “NEW ACCOUNTS” at MS 6000. 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.