

**TEXAS A&M UNIVERSITY  
NEW SERVICE DEPARTMENT SETUP APPROVAL FORM**

ACCOUNT #

SERVICE DEPARTMENT NAME

TBD

I certify that I have reviewed the information and the rates to be submitted to the Division of Finance at Texas A&M University for approval of the above named service department or specialized service facility as specified in the Texas A&M Service Department SAP.

I have attached a list of rates that the service department plans on charging in its initial year of service.

\_\_\_\_\_  
Service Department Manager

\_\_\_\_\_  
Date

\_\_\_\_\_  
Dean/VP of College/Division Responsible for Service

\_\_\_\_\_  
Date

**Division of Finance Use Only**

Reviewed By:

\_\_\_\_\_  
Financial Analyst

\_\_\_\_\_  
Date

Approved:

Not Approved:

\_\_\_\_\_  
Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
Vice President and CFO

\_\_\_\_\_  
Date