

Sam Houston State University
New Fund or Org Request Form

Fiscal Year:

What type of Fund or Org, please check all that apply:

- Departmental Operations Student
 Internal Services Other
 Auxiliaries
 Scholarship

Title of Fund/Org (35 characters)

Financial Manager Name Sam ID

Purpose of New Fund/Org

Additional Description

New Fund/Org is associated with:

Fund # Fund Name

Org # Org Name

Prog #

Department reporting expenditures

Prepared by Signature

Date (mm/dd/yyyy) Email Phone

Authorization		
Dept. Head/ Director:	<input type="text"/>	Date <input type="text"/>
Dean of College:	<input type="text"/>	Date <input type="text"/>
Provost/Vice President:	<input type="text"/>	Date <input type="text"/>

Controller's Office Use Only					
Fund/Org Type	<input type="text"/>	New # Fund/Org	<input type="text"/>	Predecessor Fund/Org	<input type="text"/>
Processed by	<input type="text"/>	Date	<input type="text"/>		
Authorization	<input type="text"/>	Date	<input type="text"/>		

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