



A Member of The Texas A&M University System

**■ APPLICATION TO ESTABLISH A NEW ACCOUNT**

Account No. \_\_\_\_\_ Account Title: \_\_\_\_\_

Vice President for Finance Approval: \_\_\_\_\_ Date: \_\_\_\_\_

President's Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Function/Purpose: \_\_\_\_\_

Division: \_\_\_\_\_ CFD A# \_\_\_\_\_

**Fund Source**

Where do Funds Originate? \_\_\_\_\_

Type of Funds:  Federal  State  Private Gifts

Funds to be Available:  Program Beginning  Program Termination  Other: \_\_\_\_\_

**Application of Funds:**

What Restrictions, if any, are put on Expenditures?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Control of Funds:**

Who is to Control Account? \_\_\_\_\_

Who is Authorized to Approve Expenditures? \_\_\_\_\_

Are There Any Provisions for Overhead?  Yes  No

If Yes, What are They? \_\_\_\_\_  
\_\_\_\_\_

**Termination of Funds**

At Termination of the Account, what are the Provisions for Refunding the Balance?  
\_\_\_\_\_  
\_\_\_\_\_

cc: Comptroller  
Budget Office  
President's Office

# INSTRUCTIONS FOR APPLICATION FOR NEW ACCOUNTS

## I. Where do Funds Originate?

All funds need to be identified as to their origin such as:

Federal Funds, Gifts, State Grants, Private Grants, Local Grants or any other.

A. If funds are Federal Funds, the following information will be required.

1. Are the funds to be requested DIRECT from Washington?
2. If **yes**:
  - a. Need name of Agency, such as Department of Education.
  - b. Will need CFDA Number.
  - c. How and from Where are funds requested?
3. If **no**:
  - a. Are the funds passed through another Agency.
  - b. Include name of Agency, such as Texas A&M University, or City of Laredo, etc.
  - c. Will need CFDA Number.
  - d. How and from Where are funds requested.
  - e. If the Agency is from the State of Texas, include the Agency state number.
4. Provide a copy of Grand Award Letter for Federal Funds, or a copy of the agreement or any written description on the uses of the funds.

## II. Function/Purpose:

- Instruction
- Research
- Public Service
- Academic Support
- Student Services
- Institutional Support
- Operation and Maintenance of Plant
- Major repairs and rehabilitation
- Scholarships and Fellowships