

AUSTIN PEAY STATE UNIVERSITY
REQUEST FOR NEW ACCOUNT NUMBER
Required Information

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Instructions:

- 1) Complete the information below. If account is for Agency Funds, fill out Agency Funds New Account and/or Signature Card Form. (Agency funds are resources held by APSU as custodian or fiscal agent for individual students, faculty, staff, and organizations.)
 - 2) Return form to the Business Office for approval and processing. The account number assigned will be returned to you.
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Proposed Title _____

Purpose of Account _____

Source of Funds (attach paperwork) _____

Billing Necessary? Yes/No Billing Schedule: _____

Duration of Account Continuing _____ (Y or N)

If not continuing: Start Date _____ End Date _____

Responsible Person, with
Title: _____

Senior Administrator Responsible: _____

NOTE: If you, or other authorized personnel, need access to FRS for this
Account, indicate name(s) here: _____

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FOR BUSINESS OFFICE USE ONLY:

Account Number (s) Assigned: _ _ _ _ _ ; _ _ _ _ _ ; _ _ _ _ _

Account Title: _____

Business Office Approval: _____

Attachment: Account Number Create Form (s)

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