

Request for New Account Instructions

Use: To request a new Budget Purpose.

Access: Access the form here: <https://www.siue.edu/its/ais/eforms/index.shtml>

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SPECIAL NOTES: Fiscal Officer Attestation Statements must be signed (not digitally) and on file in Admin Accounting for all Fiscal Officers/Delegates.

Complete the Request for AIS Access if a change in system access is needed.

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Date: Date request initiated.
Accounting Use Only Box: Budget Purpose Number assigned.

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Budget Purpose Account Information:

Department/Unit Name: Choose from the dropdown list
Account Title: Requested title for the Budget Purpose
Account Function:

Please Select:
11 - Instruction
12 - Research
13 - Public Service
14 - Academic Support
15 - Student Services
16 - Institutional Support
17 - Operations & Maintenance of Plant
18 - Scholarships & Fellowships
30 - Auxiliary

Detailed Purpose of Account: How account will be used
How Account Will Be Funded: State what types of resources will support this account

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FISCAL OFFICER:

Fiscal Officer Name/Title: Name and title of fiscal officer assigned.
Fiscal Officer Information: Provide basic information about fiscal officer:
Phone # Campus Box E-ID
Fiscal Officer Signature: Required

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DELEGATE: Name of account's delegate, plus signature

NOTE: If the requested Budget Purpose will have more than two delegates, list multiple on the Name line or attach a list of Delegates. (e.g., John Doe/Jane Smith/Bill Jones).

Delegate Name/Title: Name and title of delegate(s) assigned.
Delegate Information: Provide basic information about the delegate(s)
Phone # Campus Box E-ID
Delegate Signature: Required

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Dean/Director and VC Approval: Signature of Dean/Director and VC approving account creation.

Special Note: Notification of account creation will be emailed to Fiscal Officers.

Clicking on Submit Form: Will send this form to Pat Rausch
(prausch@siue.edu)