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](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:**

  ![Dropdown List](image)

- **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:**

- **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)