



TEXAS A&M
UNIVERSITY
KINGSVILLE

OFFICE OF FINANCE & BUDGET
 MSC 104 * KINGSVILLE, TEXAS 78363-8202
 PHONE (361) 593-3085 * FAX (361) 593-4165

Account Manager Change Form

The Department Head has the authority to sign and approve all paper and electronic documents related to his/her department.

Account Manager Information

Is the Department Head new? Yes No

(Please Print)

Employee Name: _____

Employee UIN: _____

Department Code: _____ *(All accounts under this department code will be updated to the new routing path as requested)*

Note: Please send an email approval to reporting@tamuk.edu if you only need to move an existing account to a different department / account manager (form is not required).

Comments:

I have completed the FAMIS trainings and am aware of the proper procedures when signing paper documents and routing electronic data.

Employee Signature *Date*

Office of Finance & Budget Approval

Approved Rejected

Director of Financial Reporting or University Comptroller *Date*

Request requires updates for:

- | | |
|--|---|
| <input type="checkbox"/> Procurement Routing | <input type="checkbox"/> Concur Approvals |
| <input type="checkbox"/> EPA Routing | <input type="checkbox"/> Inventory Update |
| <input type="checkbox"/> FAMIS Access | <input type="checkbox"/> Account Manager Name |

Email sent to appropriate departments on: _____
Date