

## **New Account Request**

New accounts may be requested for expense, revenue, or Net Asset Statement activities. Please submit the form to Accounting and Financial Reporting MSC AFR for processing.

1. Enter the **Title** of the **new account**.
2. Enter the **Effective Date** of the new account.
3. Select one of the boxes that explain what kind of new account is being requested. ***Check only one box.***
4. Enter the **Purpose** of the new account.
5. Enter the **Name** of the **Preparer** and **sign**.
6. Enter the **Date**, **E-mail** address and **Phone number**.
7. **Dept. Head/Director/Dean** signature and **Date** signed.
8. Submit your account request to **Accounting and Financial Reporting MSC AFR**.

# New Mexico State University

## New Account Request

Please Submit to Accounting and Financial Reporting, MSC AFR

1. Title: \_\_\_\_\_  
Description - 35 characters

2. Effective Date (mm/dd/yyyy): \_\_\_\_\_

3. This Account is: *(Check one)*

Asset

Liability

Revenue

Expense for Labor

For Goods and Services

Transfer

4. Purpose of this account is: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. Prepared by: \_\_\_\_\_ Signature: \_\_\_\_\_

6. Date: \_\_\_\_\_ Email: \_\_\_\_\_ Phone: \_\_\_\_\_

7. Dept. Head/Director/Dean: \_\_\_\_\_ Date: \_\_\_\_\_

### Business Office Use Only

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

Account #: \_\_\_\_\_ Predecessor #: \_\_\_\_\_

Processed by: \_\_\_\_\_ Date: \_\_\_\_\_