



New Construction Internal Order Account Request

Please complete the following, including all required signatures, and send to the **Financial Reporting & Analysis, JCK Building, Suite 540**, email to gao@txstate.edu, of fax to 245-8433.

Section 1. Project Information

a.	Project Name		
b.	Project Estimated Start Date		
c.	Project Estimated End Date		
d.	Total Estimated Project Cost	\$ _____	
e.	Scope of Work	<i>(Please attach a description of the scope of work such as that provided to the Board of Regents or to bidders on the RFQ)</i>	
f.	Planned Source(s) of Funding	Source of Funds	Fund Number
		<input type="checkbox"/> Bonds \$ _____	_____
		<input type="checkbox"/> HEAF \$ _____	_____
		<input type="checkbox"/> Gifts \$ _____	_____
		<input type="checkbox"/> Institutional Funds \$ _____	_____
		<input type="checkbox"/> _____ \$ _____	_____

Section 2. Approval (For Administrative Use):

Title	Name/Signature	Date
AVP Planning		
GAO Plant Accountant		
Director, General Accounting		
AVP Financial Services		

Account Short Name (20 char)	
Assigned Cost/Fund Center number	
Assigned Internal Order Number	

CC: Budget Office
OFPDC
Treasurer