



Departmental Account Request Form

Date	<input type="checkbox"/> New Request	<input type="checkbox"/> Change
Requesting Department/Agency		
Texas A&M IT Account #		
Account Description/Remarks		
Expiration Date (if applicable)		

Unless account funding ends on a specific date, this account automatically renews on August 20.

FAMIS Funding Information

System Part	Account	Support Acct. or Project #
Enter an amount if you choose to set a spending limit. The account will deactivate if charges exceed this amount.		
\$		

Billing Address

City	State	Zip Code

Online Billing Information

Enter UIN(s) and name(s) of those authorized to view online bills located at <http://onlinebills.tamu.edu>. One UIN is required, two or three are preferred. Email notifications are sent to each person when bills are ready for viewing.

UIN	Name
UIN	Name
UIN	Name

Responsible Party / Acct Owner or Supervisor

I believe to the best of my knowledge that funds are available to cover the cost of this account.

Name	UIN
Signature	
Phone #	Email

Texas A&M IT Use Only

Texas A&M IT Acct.	Amount	Total Amount
Renewal Date	Revision Code	N – New Account C – Close Account U – Update Account
Signature		Date