

Section 02.02

NEW ACCOUNT REQUEST (NAR's)

Each department is responsible for determining if a new account is needed. This could be due to various reasons such as additional funding sources or to track revenue and expenses in separately identifiable accounts. Once it is determined that a new account must be created, a New Account Request (NAR) Form must be completed and sent to accounting.services@tamucc.edu. The New Account Request form will automatically be sent to Accounting Services email upon submission. The accountant has 3 days to process the account. (Please Note: The three business days is from the day all required paperwork is received. Please ensure that all required trainings and paperwork are completed in order to avoid delays in processing.) Once the new account has been processed an email notification containing the new account number will be sent to the individual who requested the account. Below is the link for the Online New Account Request Form. You may obtain a copy of the NAR by clicking on New Account Request Form at the following website:

<https://app.smartsheet.com/b/form/56fd4700191541b6ac084797dae3f4a6>

**Please Note: If the account that is being requested is for a grant or contract account; then the research office is responsible for completing the necessary paperwork and creating a new account.