



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](mailto:reporting@tamuk.edu) if you only need to move an existing account to a different department / account manager (form is not required).*

<b>Comments:</b>

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:**

- Procurement Routing
- EPA Routing
- FAMIS Access
- Concur Approvals
- Inventory Update
- Account Manager Name

Email sent to appropriate departments on: \_\_\_\_\_  
*Date*