Section 02.02

NAR’s

All departments are assigned an Accountant. Within each department resides a business coordinator who usually determines that a new account is needed. Once it is determined that a new account must be created, a New Account Request (NAR) Form must be completed and sent to the accountant assigned to that particular department. If the account that is being created is for a grant or contract account; then the grants office is responsible for filling out the necessary paperwork for creating a new account. The New Account Request form must be submitted to the accountant assigned to the department for processing. The accountant has three days to process the account. Once the new account has been processed an email notification containing the new account number will be sent to the business coordinator. You may obtain a copy of the NAR by clicking on New Account Request Form at the following website

http://falcon.tamucc.edu/~account/Accountingservices/Accounting_Online_Forms.htm.