

TEXAS TECH UNIVERSITY

Financial Manager Form

Section I - Identification of and changes to financial manager

Signature of **NEW** Financial Manager _____ Date _____

Name, Title, Eraider & R# of **NEW** Financial Manager _____

If the prior financial manager is still employed:

Signature of **PRIOR** Financial Manager _____ Date _____

Name and Title of **PRIOR** Financial Manager _____

APPROVALS:

Signature of Immediate Supervisor _____ Date _____

Name and Title of Immediate Supervisor _____

Signature of Department Head _____ Date _____

Name and Title of Department Head _____

Specify reason for change _____

Section II - Change all organization units and funds associated with prior manager

To change all organization units and funds associated with the prior financial manager listed above place checkmark in the box below.

To update specific organization units and fund, fill out part II and part III or attach a list.

Check box to update all of the organization units and funds previously managed by the prior financial manager listed in section 1.

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Section III - Specify Organization Units to modify

Orgn Name Change ONLY

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NOTE: If there are multiple organization units associated with this manager , a listing may be attached.

Only 1 financial manager can be associated with an organization code.

Organization Number _____ Organization Name _____

Change to Organization Name _____

Organization Number _____ Organization Name _____

Change to Organization Name _____

Section IV - Specify List of Funds to modify

Fund Name Change ONLY

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NOTE: If there are multiple funds associated with this manager , a listing may be attached.

Only 1 financial manager can be associated with a fund.

Fund Number _____ Fund Name _____

Fund Number _____ Fund Name _____

Contact Information

Preparer Name: _____ Preparer Phone: _____

Preparer Email: _____ Submission Date: _____

After the form has been completed, please deliver to Drane Hall, Room 221, via mail to Mail Stop 1091 or email the form to Accountingservices@ttu.edu.

BRP _____ EST _____ SPAR _____

The Financial Manager Form is used to assign financial managers to both funds and organization codes. Financial Managers have the fiduciary responsibility of managing activity related to the funds and organizations for which they are assigned. The financial manager is responsible for delegating authority to the subsequent levels of approval in TechBuy, travel, direct pay and other applications. The financial manager is also responsible for all activity associated with these funds/organizations, including the activities of the assigned delegates.

Field	Description
Section I - Identification of and changes to financial manager	
Signature of NEW Financial Manager	The signature of the new financial manager is required.
Name, Title, Eraider & R# of NEW Financial Manager	Provide the name, title, Eraider and R# of the new financial manager.
Signature of PRIOR Financial Manager	If the prior financial manager is still employed, their signature is required.
Name and Title of PRIOR Financial Manager	Provide the name and title of the prior financial manager.
Signature of Immediate Supervisor	The signature of the new financial manager's immediate supervisor is required.
Name and Title of Immediate Supervisor	Provide the name and title of the Immediate supervisor.
Signature of Department Head	The signature of the department head is required.
Name and Title of Department Head	Provide the name and title of the department head.
Specify reason for change	Provide an explanation for the change to financial manager.
Section II - Change all organization units and funds associated with prior manager	
Check box to update all of the organization units and funds previously managed by the prior financial manager	Place a checkmark in the box if all of the organization codes and funds associated with the prior financial manager needing to be updated to the new financial manager. This should only be used if ALL associated funds and organization codes need to be updated. To specify the funds and organization codes to update, populate section III and IV or please attach a list of funds and organization codes
Section III - Specify organization units to modify	
Organization Number	Supply the organization codes that requires a change to financial manager. If there are more than 2 organization codes that require an update, please attach a list.
Organization Name	Supply the name of the organization code that requires a change to financial manager.
Change to Organization Name	Supply the updated name for the organization code requesting to be changed.
Section IV - Specify list of funds to modify	
Fund Number	Supply the fund code that requires a change to financial manager. If there are more than 2 funds that require an update, please attach a list.
Fund Name	Supply the fund name.
Contact Information	
Contact Information	Please supply preparer information to contact with any questions.
Submit to FST, Drane Hall Room 221, Mail Stop 1091, or email to fst@ttu.edu	
To delegate signature authority as necessary for transaction approval, visit http://team.texastech.edu This site will allow the financial manager to assign employees to various roles for FOP approval through their eRaider. The financial manager must be associated with an organization code before alternates can be delegated.	