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## Section 02.02

# NEW ACCOUNT REQUEST (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 [accounting.services@tamucc.edu](mailto:accounting.services@tamucc.edu). If the account that is being created is for a grant or contract account; then the research office is responsible for filling out the necessary paperwork for creating a new account. The New Account Request form must be emailed to accounting services for processing. The accountant has three business days to process the account. (Please Note: The three business days is from the day all required paperwork is received. Please ensure all required training guidelines and paperwork is completed 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 business coordinator. You may obtain a copy of the NAR by clicking on New Account Request Form at the following website:

[http://comptroller.tamucc.edu/accounting/online\\_forms.html](http://comptroller.tamucc.edu/accounting/online_forms.html)