

Canutillo Independent School District

Street Address: 7965 Artcraft Rd.
El Paso, TX 79932

Mailing Address: P.O. Box 100
Canutillo, TX 79835

To: Director of Financial Service
From:
Date:
Subject: **Request for a New Account Set-up**

I am requesting a new account, please see below:

Account Type: Local Special Revenue Activity Bond Project
(Specify)

Account #:

Justification: (Reason for Request / Purpose / Utilization of the Account):

Requestor: _____
(Business Agent/Office Manager)

Approval Signature: _____
(Must be budget authority, such as Principal/ Director/Administrator)

Approval Signature: _____
Accountant (if applicable)

Approval Signature: _____
External Funding Coordinator (if applicable)

Approval Signature: _____
Accounting Manager

For further assistance with the form contact an Accountant at Financial Services.



For Financial Services Use Only

Date Received: _____

Date Processed: _____