

LBJ School Financial Transaction Initiation Form

If you initiate any financial transactions, including Purchase Orders, Travel Authorizations (RTA's), or Payments (VP), please complete this form and attach to your document before submitting to the Business Office.

Date: _____

Please check:

- Associate Dean of Academics
- Communications
- Dean's Budget
- Development
- Finance & Administration
- OSAA
- IT

Account number(s) to be charged: _____

Vendor/Traveler: _____

Amount Encumbered/Expensed: _____

Approved by: _____ Date: _____

Form prepared by: _____ Date: _____

DEFINE CODES: Code 1: _____

Code 2: _____

Code 3: _____

Code 4: _____

Code 5: _____

Code 6: _____

DTN: _____

Comments: _____

Coding completed by _____ Date: _____