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: ________________