Policy Statement. All new university accounts must be set up in accordance with the guidelines of the University of North Texas. Once established, the revenue and expenditures must follow pre-established regulations for university funds.

Application of Policy. All University

Definitions. None.

Procedures and Responsibilities.

All new university deptid numbers must be set up in accordance with the guidelines of the University of North Texas. Once established, the revenue and expenditures must follow pre-established regulations for university funds. Section B of the DeptID/Budget Authorization Form (ABA) must be completed before a new deptid number will be assigned. Attach any additional information to assist in identifying the type of deptid to be set up. Note: Complete Section A ONLY if the deptid is being established from internal funds.

Certain deptids may require additional information or require additional review. Specifically, all new unrestricted gift deptids must include a copy of the donor's letter of intent. The Budget Office will review and determine if additional information is necessary and will contact deptid holder if necessary.

All deptid numbers will be assigned by the Budget Office upon receipt of the completed ABA, with the exception of new grant accounts. The Grant Accounting Office will assign new grant deptid numbers.

ABA Forms may be obtained through Printing Services, online at http://vpaa.unt.edu/forms-templates.htm or for academic departments online submission at https://vpaa.unt.edu/vpaa/aba/login.cfm.

If a deptid has had no activity for a period of two years, and has no outstanding encumbrances, it will be considered inactive and should be closed. The Budget Office will review inactive deptids annually to expedite closing the accounts. However, deptid holders may contact the Budget Office for assistance in closing deptids at any time after the deptid becomes inactive.

All requests or correspondence should be sent to the Budget Office phone ext. 3233; E-Mail: Budget.Office@unt.edu.
**Responsible Party:** Budget Office

**References and Cross-references.**

**Forms and Tools.**
DeptID/Budget Authorization Form (ABA), [http://vpaa.unt.edu/forms-templates.htm](http://vpaa.unt.edu/forms-templates.htm)
For academic department online submission at [https://vpaa.unt.edu/vpaa/aba/login.cfm](https://vpaa.unt.edu/vpaa/aba/login.cfm)

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