

TEES Fiscal Office 7607 Eastmark Dr. Suite 112 Mail Stop 3124 College Station, TX 77840-3124

Extension of Credit Request

Project Name:	
Account(s), Project Number(s), Division Code:	
Authorization for an extension of credit operation is delegated to System member extending credit. Written documentation maintacircumstances allowing for an extension of credit and confirm the System member and the public good of the State of Texas.	ained by the CFO should explain the
1. Provide a detailed description of the operation requiring	a credit extension.
2. The public purpose served by this extension of credit is:	(Check all that apply)
☐ To allow the division to conduct its operations in	a more efficient way.
☐ To create administrative cost savings and/or that costs.	the benefits of extending credit exceed the
3. Payment for the sale of goods and services on credit is excircumstances requiring the extension of credit for longer circumstance is not known at this time, it must be reported cfernandez@tamu.edu so it can be routed to the CFO. Ple special circumstance if applicable.	r than thirty (30) days must be disclosed. If this ed as soon as it is known to
4. Please attach any other pertinent information which would	ld influence approval.
Certification: I confirm that I have read and understand <u>TAMU System Regula</u> <u>Administrative Procedure 21.01.04.E0.01</u> .	ation 21.01.04 and TEES Standard
Division Approval	Fiscal Office Use Only
PI Signature:	Approved Denied Controller
PI Printed Name:	
Division Head Signature:	Approved Denied CFO

Date: ___