

UNIVERSITY OF MASSACHUSETTS / AMHERST

Assignment of Account Administrator

This form is NOT for Signature Delegation or to Change a Manager on Department ID's.

Use this form to assign fiscal authority from a vice chancellor/dean/director/department head to a fiscal manager.

This request will change the name of the account administrator in the finance system to the assignee.

*This assignment will be valid until a permanent change is made to the vice chancellor/dean/director/dept. head or this assignment is revoked.

*This assignment will not be valid unless all necessary signatures are included on this form.

*This form can not be used to delegate supervisory authority.

NOTE: This assignment procedure does not exempt the vice chancellor/dean/director or department head from any responsibility.

The Role of Account Administrator

An Account Administrator is an employee given authority delegated through administrative channels by the Board of Trustees to authorize payments on behalf of the University. The Account Administrator for a specific account(s) is listed as the Manager on the Dept ID for the account on the finance system. An Account Administrator may choose to delegate their responsibility to authorize transactions. The approval of the Account Administrator indicates the following:

- Expenses are an allowable charge to the funding source.
• Expenses are reasonable and appropriate under the circumstances and in moderation and good taste.
• Funds are available.
• Expenses meet all the requirements of the Business Expense Policy.

Information on Responsible Person (Person assigning authority - VC/Dean/Director/Dept Head):

Name: Last First Date

Department:

Employee #: Phone:

SIGNATURE:

Information on Assignee (Person to be listed as account administrator on Chartfield string):

Name: Last First Date

Department:

Employee #: Phone:

SIGNATURE:

Specify Level of Assignment:

- All DeptID's in AEXE: or
All DeptID's in AMBU: or
All DeptID's in ADPT: or
All DeptID's in ASEG: or

Or

The following Individual DeptID's:

When completed email form to chartstr@admin.umass.edu or campus mail to Joanne Wheeler, Controller's Office, Rm. 405, Goodell Building

Controller's Office Use Only:

Date Processed: Initials: