

**INSTRUCTIONS FOR COMPLETING FORM
TEMPORARY DELEGATION OF FISCAL OFFICER AUTHORITY**

I. Authorize Fiscal Officer Delegation:

- A.** In **Section 1** of the “Temporary Delegation of Fiscal Officer Authority” form complete the following fields:
- 1. Check box “Authorize Fiscal Officer Delegation”**
 - 2. Date Submitted:** Enter the date the form will be submitted to Accounting Services. The format of this field is ‘DD Mmm YYYY’ where DD is day, Mmm is month, and YYYY is year. For example January 29, 2002 is entered as 29 Jan 2002.
 - 3. Prepared by:** Enter the name of the individual preparing the form.
 - 4. Phone No:** Enter the telephone number of the individual preparing the form.
- B.** In **Section 2** of the form complete the following required fields:
- 1. This Authorizes:** Type or Print the names of the Temporary Fiscal Officer Delegate and the Fiscal Officer in the applicable fields.
 - 2.** Enter the Mail Code, E-mail Address, and office telephone number of the Temporary Fiscal Officer Delegate accordingly.

The image shows a screenshot of the 'TEMPORARY DELEGATION OF FISCAL OFFICER AUTHORITY' form from Southern Illinois University. The form is divided into Section 1 and Section 2. Section 1 contains a radio button to 'Authorize Fiscal Officer Delegation' (which is selected), a 'Revoke Fiscal Officer Delegation' option, and a 'Date Received by Accounting Services' field. Section 2 contains fields for 'This Authorizes' (SANDY PARTRIDGE), 'to sign for' (JUDITH MARSHALL), 'Delegate Mail Code' (6812), 'Delegate E-Mail Address' (sandyp4@siu.edu), and 'Delegate Phone Number' (618-536-2616). A callout box points to the 'Authorize' radio button with the text 'Click Circle to select.' Another callout points to the 'Date Submitted' field with the text 'Enter Date. DD Mmm YYYY'. A third callout points to the 'Prepared by' and 'Phone Number' fields with the text 'Enter Name and Phone Number.' A fourth callout points to the 'Delegate Mail Code' field with the text 'Enter Mail Code.' A fifth callout points to the 'Delegate E-Mail Address' and 'Delegate Phone Number' fields with the text 'Enter Email and Phone Number.' A sixth callout points to the 'This Authorizes' and 'to sign for' fields with the text 'Enter Name of the Temporary Fiscal Officer Delegate and the Fiscal Officer.'

- C.** In **Section 3** of the form complete the following required fields:
- 1. Budget Purpose:** Enter the Budget Purpose value(s) and corresponding Budget Purpose Title(s) over which the Temporary Delegate will have fiscal officer delegation. If there are more than five Budget Purpose values for delegation to a single Delegate by one Fiscal Officer, enter “See Attached” on the first line in this section and attach a list of the Budget Purpose values with corresponding titles.

For Grant accounts that reside in FAS, type the six-digit FAS ledger 6 account number in the ‘Budget Purpose’ field (6-2xxxx) and the FAS account title in the ‘Title’ field.

Section 3

Budget Purpose: 272008 Title: ACCOUNTING SERVICES
Budget Purpose: 200088 Title: ACCOUNTING SERVICES EXPENSE
Budget Purpose: 202056 Title: GRANT AND CONTRACT ACCOUNTING
Budget Purpose: _____ Title: _____
Budget Purpose: _____ Title: _____
(Attach a listing if more than five Budget Purpose Numbers)

Enter Budget Purpose Number and Title for which temporary delegation is to be given.

NOTE: If requesting delegation on New Budget Purpose requests or new FAS Grant Account requests, leave the Budget Purpose field blank and type the proposed Budget Purpose or FAS Grant Account title in the “Title” field. Complete the form and attach it to the back of the “Request New Budget Purpose or Unit / Change in Budget Purpose or Unit” form or the FAS “New Account Request/Change” form.

- D. Skip Section 4**
- E. In Section 5** have the Fiscal Officer and Temporary Fiscal Officer Delegate read this section and sign the form as follows:
 - 1. On Signature Line 1:** The Temporary Fiscal Officer Delegate must sign the Fiscal Officer’s name in the first field, sign his or her name in the second field, and date the form.
 - 2. On Signature Line 2:** The Fiscal Officer must sign and date the form.

Section 5

PLEASE READ BEFORE SIGNING:

The designated temporary delegate must be a faculty or staff member of the University. Fiscal Officer Delegations are authorized in one-year increments expiring June 30 of each fiscal year. When signing for the fiscal officer, the temporary delegate must sign the name of the fiscal officer followed by his or her name. For example, Mae Smith is a temporary delegate for fiscal officer John Doe. Mae would sign for the fiscal officer as follows: “John Doe by Mae Smith.”

As a Fiscal Officer or Fiscal Officer Delegate for Southern Illinois University, I agree to the following:

1. I am responsible for maintaining the financial resources to meet all commitments and ensuring the propriety of all transactions requested to be posted to the account.
2. I am responsible for providing all required information that is necessary for the appropriate maintenance of the University financial systems.
3. I am required to follow all applicable rules, regulations, and laws related to financial transactions. Any violation of these rules, regulations, or laws may result in revocation of fiscal officership.
4. I understand that entering into agreements that are beyond the scope of my authority as outlined by Board of Trustees policy may result in personal liability.
5. I may submit and validate my authorization of transactions for the University financial systems through electronic means. Such authorizations are considered electronic signatures and are binding under Illinois law. I am responsible for all fiscal transactions authorized by my electronic signature. It is my responsibility to protect the confidentiality of my unique log-on account and password for these systems.

1. _____ Signed by: _____
Fiscal Officer Name (In Delegate's handwriting) Signature of Fiscal Officer Delegate Date

2. _____
Signature of Fiscal Officer Date

Temporary Delegate signs on Line 1 by signing the Fiscal Officer’s Name in delegates handwriting then their own.

Fiscal Officer signs and dates.

ACS0306
02/07

SUBMIT COMPLETED FORM TO ACCOUNTING SERVICES, MC 6812

Clear Form

Print Form

NOTE: Fiscal Officer Delegations are authorized in one-year increments expiring June 30th of each fiscal year. Accounting Services will send renewal notices in May to fiscal officers listing their Budget Purposes and corresponding current delegates. To renew the delegations, the fiscal officers will need to sign and return the letters to Accounting Services before June 30.