

UI Foundation Account Representative Form

TO: Natasha Houselog – 500 LCUA

FROM:

DATE:

SUBJECT: Request for New Account Representative

Please add/remove the following person as an account representative: *(please circle the one that applies)*

Name: _____
(New Account Representative)

Title: _____ Phone: _____

Campus Address: _____

Signature: _____
(New Account Representative)

To the following UI Foundation Account(s): *(please provide a list of accounts if necessary)*

| Account Number | Account Name |
|----------------|--------------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

The person should have the following authority level**

(Circle one)

Primary
Disbursements
Ledger Reports
PAF User

Requested by: _____

(Must be signed by an account representative with disbursement authority except when there is a change in Primary Control authority. This change requires the Dean or VP signature for approval)

**** Primary Control:** *Ultimate responsibility for stewardship and use of UIF account. Access to web reports, May authorize disbursements, and add or delete account representatives and to Payment Authorization Web Application Form.*

****Disbursements:** *May authorize disbursements, access to web reports and Payment Authorization Web Application*

**** Ledger Reports:** *Access to web reports and to Payment Authorization Web Application Form.*

****PAF User:** *Access to Payment Authorization Web Application only*

Thank you; please contact Natasha-Houselog@ natasha-houselog@uiowa.edu or by phone at 335-3305 with any questions.

For training related questions please contact Sara Linder at sara-linder@uiowa.edu or Natasha Houselog at natasha-houselog@uiowa.edu or by phone at 335-3305.