UI Foundation Account Representative Form

TO: Natasha Houselog – 500 LCUA

FROM:

DATE:

Please add/remove the following person as an account representative:

Name: ____________________________________________________________
   (New Account Representative)
E-Mail: ________________________________ Phone: ________________
Signature: _______________________________________________________
   (New Account Representative)

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

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<th>College</th>
<th>Department</th>
<th>Area</th>
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The person should have the following authority level: Primary
   Disbursements
   Reports

(Circle one)

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, Payment Authorization Web Application Form and MAUI, may authorize disbursements, and add or delete account representatives.

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

Reports: Access to web reports

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

For training related questions please contact Sara Ring at sara-ring@uiowa.edu or by phone at 335-3305.