How to Prepare the Account Profile and Electronic Routing Form

In order to prepare the Account Profile and Electronic Routing Form (APERF), please note the information you will need in order to route this form for approval and final establishment of account. The APERF will be used for all transactions related to creating any subsidiary and support accounts, as well updating attributes to any existing accounts. In terms of electronic routing for EPA, Purchasing Electronic Budget Transfers, Travel Expense Approval and the Procurement Card every account must have a backup for the creator/enter and the signer/approver for each account.

Below are the instructions to properly fill out the APERF and route it for approval through your perspective Vice President and final approval through the Vice President for Business Affairs.

Instructions

New Account	Should be checked if you are creating a new account for the first time. Please check for a subsidiary account or support account
Existing Account	Should be checked only if you are making changes to or updating an existing account
Delete Existing Account	Should be checked only if you are deleting an existing account (Requiring Page 1 only of this document)
Reason for update	Specify the reason or need to change attributes on an existing account
Account title	Required for new accounts and existing accounts
Account number	Should be entered to update or make changes to existing accounts. If the request is for a new account Fiscal will provide account number
Purpose for Establishing Account	Should contain detailed information stating the need and intent of the account. The purpose should include any payroll types of expenditures, types of revenue, and university function the account will meet. Select for what purpose the account will be used
Questions to answer	1. Is the account specially set aside for research activities 2. Will the account generate income from the sale of goods or services rendered 3. Will the activity be carried on the account

Source of Income

- Available University Funds
- Bonds Proceeds
- Designated Tuition
- Earnings on Bond Proceeds
- Earnings on Endowments
- Federal Appropriations
- Fees
- Gifts or donations – contributions or monies given to the university
- Grad Incremental Tuition
- Grant or Contract
- IDC
- Interest on Time Deposits
- Investment Income
- Miscellaneous Sources
- OCR
- Royalties
- Sales and Services
- State General Revenue
- Transfer from Another Account
- Other

Expenditures Restrictions	List expenditure restriction to account
Account Manager	Must be filled out by the individual who will be the responsible person for this account. It is this individual's name that will appear on FAMUS
The responsibility statement	Must be signed and dated by all Account Managers. The Account Manager is also the Property Officer of this account. This person is accountable for all University property purchased on this account
Authorized Signers	Must be two signers in this section comprising; the account manager, the supervisor, and the dean or department head. The purpose for two signers is to ensure the completion of documents in the absence of the account manager
Signatures	Upon completion of the APERF, the Account Manager must obtain the necessary signatures. Without the required signatures, the form will be returned to the originator
Department Head or Immediate Supervisor	Must sign and date
Dean or Other Division Head	Must sign and date
Director of Academic Finance Affairs	Must sign and date
Vice President for Business Affairs	The APERF must then be forwarded to the Vice President for Business Affairs or Designee to be signed and dated.
Section A	**Routing for EPA, EBT, Travel Expense Approval, Procurement Card and Purchasing.** Section A should only be filled out if the pattern of creators and signers will remain the same for all electronic formats. If the same persons will be creators and signers for EPA, EBT, Travel Expense Approval, Procurement Card and Purchasing, the other sections would not need to be filled out.
Sections B-F	If you will have different persons for each function every section will need to be filled out accordingly.