

Purpose of the Account Profile Form

The Account Profile form (APF) is used by departments to create a new account or update an existing one. To make routing changes to an existing account please utilize the Electronic Routing Form, which can be downloaded at <http://www.pvamu.edu/fmsv/financial-accounting/forms/>. After completion of all requirements, the form must be submitted to Accounting Services for processing. Incomplete forms or those not including required signatures will be returned to originator.

General Instructions

New Account	Should be checked if you are creating a new account.
Deleting Account	Check only if you are deleting an existing account. An account has to have a zero balance to be eligible for deletion.
Reason for update	Specify the reason or need to add a new account or delete an existing one
Account title	Required for new accounts and existing accounts
Account number	For accounts being deleted or modified, please add the existing account number. Leave blank for new accounts and Accounting Services will provide the account number
Purpose for Establishing Account	Should contain detailed information stating the need and intent of the account. The purpose should include the university function the account will meet. Attach supporting documents to clarify the purpose for establishing the account.
Questions to answer	Select the appropriate box to indicate your response of yes or no
Source of Income	Choose only one source of income from the options provided
Expenditures Restrictions	Explain any expenditure restriction that will be placed on the account
Account Manager	Must be filled out with the individual who will be the responsible person for this account. This is this individual's name that will appear in FAMIS in the responsible person section
The responsibility Statement	Must be signed and dated by the Account Manager. This person is accountable for all transactions related to this account
Authorized Signers	A minimum of two signers must be included in this section. The purpose for two signers is to ensure the completion of documents in the absence of the account manager
Signatures	The APF is not complete until all necessary signatures are affixed. Without the required signatures, the form will be returned to the originator
Department Head or Immediate Supervisor	Must be signed and dated by the department head or immediate supervisor

Dean or Other Division Head	Must be signed and dated by the Dean or Division Head (if applicable)
Associate VP for Academic Fiscal Affairs	Must be signed and dated by the Associate VP for Academic Fiscal Affairs (if applicable)
Vice President	Must signed and dated by the Vice President
Vice President for Business Affairs or Designee	The APF must then be forwarded to the Vice President for Business Affairs or Designee to be signed and dated.
Section A	For Blanket routing of all the documents in section B-F. 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, the other sections should be left blank.
Sections B-F	Complete only if there are different creators and signers on each document than indicated in Section A.