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
<table>
<thead>
<tr>
<th><strong>Expenditures Restrictions</strong></th>
<th>List expenditure restriction to account</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Account Manager</strong></td>
<td>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</td>
</tr>
<tr>
<td><strong>The responsibility statement</strong></td>
<td>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</td>
</tr>
<tr>
<td><strong>Authorized Signers</strong></td>
<td>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</td>
</tr>
<tr>
<td><strong>Signatures</strong></td>
<td>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</td>
</tr>
<tr>
<td><strong>Department Head or Immediate Supervisor</strong></td>
<td>Must sign and date</td>
</tr>
<tr>
<td><strong>Dean or Other Division Head</strong></td>
<td>Must sign and date</td>
</tr>
<tr>
<td><strong>Director of Academic Finance Affairs</strong></td>
<td>Must sign and date</td>
</tr>
<tr>
<td><strong>Vice President for Business Affairs</strong></td>
<td>The APERF must then be forwarded to the Vice President for Business Affairs or Designee to be signed and dated.</td>
</tr>
<tr>
<td><strong>Section A</strong></td>
<td><strong>Routing for EPA, EBT, Travel Expense Approval, Procurement Card and Purchasing.</strong> 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.</td>
</tr>
<tr>
<td><strong>Sections B-F</strong></td>
<td>If you will have different persons for each function every section will need to be filled out accordingly.</td>
</tr>
</tbody>
</table>