

NEW FOAPAL FORM GUIDE:

****The New FOAPAL form (Your Bank Account Signature Card) may be completed on the web using Acrobat Reader 4.0 or higher and then printed.****

Enter the name of the requesting department

Enter the name of the person requesting the new FOAPAL and their signature.

Enter the name of the Financial Manager and their signature, email, phone, fax number, and Campus address. There can only be one Financial Manager assigned to a fund or organization.

PURPOSE OF THE FOAPAL

State the purpose and activities of the proposed FOPAL. What will the FOAPAL be used for or Why do you need a new FOAPAL? Please be as specific as you can. Use attachments if needed to provide enough information to clearly define the fund or organization.

SOURCES OF REVENUE

How will the FOAPAL be funded? Check either Appropriated or Non-Appropriated Box Where will the funding come from, i.e., sales, appropriation, gifts, etc.,?

PROPOSED TITLE (limited to 35 characters)

FINANCIAL MANAGER RESPONSIBILITIES:

The Financial Manager assumes responsibility of all aspects of the fund or organization. The Financial Manager may delegate authority to others by completing the next section. Check as many boxes that apply to each person.

- Delegated Signature: Individuals authorized to sign in place of the Financial Manager on purchasing documents, budget transfers and invoices.
- Invoice Approver: Authorized to receive approval notices and to verify purchases and approve payments electronically.
- Create On-Line Documents – Individuals authorized to create Requisitions on the Banner system.
- Sign Payroll Documents – Individual authorized to approve Web time entries for (student and faculty/A&P).
- Order OfficeMax Supplies – Individuals authorized to order OfficeMax Supplies via the web
- Prepare On-line UPS Labels -Authorized to create and print on-line UPS labels.
- PCard: -Individuals authorized to buy items with department procurement card.
- Inquiry: Authorized to only perform inquiries on a fund or organization.

For example, if the Department Chair wanted the assistant to enter documents on Banner, Order OfficeMax Supplies, and sign approve Web time entries, the Chair would check the 3 boxes. The assistant would NOT be able to sign on documents, approve invoices, or purchase with PCard.

- Each person authorized would need to complete the information requested.

SIGNATURE REQUIREMENTS:

- The Financial Manager must sign and date
- The Dean or Director and Vice President must sign and date for approval.
- Send the New University FOAPAL form to Kay Carter, Business Office.

Please contact Mike Hutchinson for assistance. Phone 581-6446 or email mwhutchinson@eiu.edu