

## NEW FOAPAL FORM GUIDE:

**\*\*The New FOAPAL form 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 Account Manager and their signature, date, email, phone, and fax number. There can only be one Account Manager assigned to a fund or organization.

### **PURPOSE OF THE FOAPAL**

State the purpose and activities of the proposed FOAPAL. 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)**

### **ACCOUNT MANAGER RESPONSIBILITIES:**

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

- Inquiry: Authorized to only perform inquiries on a fund or organization - Requires individual only to sign form.
- Delegated Signature: Individuals authorized to sign in place of the Account Manager on purchasing documents, budget transfers and invoices.
- Create On-Line Documents – Individuals authorized to create Requisitions on the Banner system.
- Sign Payroll Roster – Individual authorized to sign Payroll Rosters (student and faculty/A&P) and time cards.
- 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.

For example, if the Department Chair wanted the assistant to enter documents on Banner, Order OfficeMax Supplies, and sign Payroll Rosters, 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 and sign.

### **SIGNATURE REQUIREMENTS:**

- The Account 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 Carol Morgan for assistance. Phone 581-6446 or email [camorgan@eiu.edu](mailto:camorgan@eiu.edu)