

SUBJECT: Departmental Authorization Lists	Effective Date: 1-12-06	Policy Number: 3-207	
	Supersedes:	Page 1	Of 2
	Responsible Authority: University Controller		

APPLICABILITY/ACCOUNTABILITY:

This policy applies to all individuals authorized to create or approve financial transactions on behalf of the University of Central Florida.

POLICY STATEMENT:

Individuals authorized to perform financial functions for assigned departments and projects must be listed on the Departmental Authorization List.

DEFINITIONS:

Security Roles authorize employees to perform financial functions such as: authorize auxiliary purchases, create and approve requisitions, approve purchasing card transactions, serve as property custodian, and make financial inquiries.

PROCEDURES:

A Departmental Authorization List for a department or project authorizes those employees on the list to perform certain financial functions. The Departmental Authorization List must be updated whenever staff changes are made and must be verified annually. The following authorization types may be granted:

Responsible Fiscal Officer Authorization:

The Responsible Fiscal Officer is the person primarily responsible for the financial activity of a department or project. Only one Responsible Fiscal Officer may be assigned to each department or project. This authorization requires the approval of the appropriate vice president, dean, director, or chair.

Individual Authorization:

The Responsible Fiscal Officer authorizes or changes individual security roles for financial transactions. Depending on the security role, a person may be required to complete specific training prior to being granted related on-line access. Individuals granted purchasing functions are also required to sign an ethics certification form.

FORMS:

Finance & Accounting Departmental Authorization Security Access Ethics Certification (F&A Form 41-566B) is available on line at <http://www.fa.ucf.edu/forms/forms.cfm#> (click on Others and then form # 41-566B)

INITIATING AUTHORITY: Vice President for Administration and Finance

POLICY APPROVAL (For use by the Office of the President)	
Policy Number: 3-207	
Initiating Authority: <u><i>William ...</i></u>	Date: <u>1/17/06</u>
Policies and Procedures Review Committee Chair: <u><i>Beth Barnes</i></u>	Date: <u>1/12/06</u>
President or Designee: <u><i>John C. Hill</i></u>	Date: <u>1/17/06</u>