POLICY SUMMARY FORM

Policy Name: Establishing a New Departmental Account: Fund-Organization-Program (FOP)

Policy Number: 3.12

Is this policy new, being reviewed/revised, or deleted?   Review/Revise

Date of last revision, if applicable: 4/14/2015

Unit(s) Responsible for Policy Implementation: Vice President for Finance and Administration

Purpose of Policy (what does it do): Establishes a policy whereby all requests to establish a new account requires the completion of a form.

Reason for the addition, revision, or deletion (check all that apply):
☒ Scheduled Review   ☐ Change in law   ☐ Response to audit finding

☐ Internal Review   ☐ Other, please explain:

Please complete the appropriate section:

Specific rationale for new policy:

Specific rationale for each substantive revision: No changes are substantive. Slightly changed the names of the forms. Also, added a sentence to inform the reader that "Guidelines on How to Establish a New Departmental Account: Fund-Organization-Program (FOP)" is found on the controller's office website and contains instructions on how to complete the form for non-grant accounts.

Specific rationale for deletion of policy:

Additional Comments:

Reviewers:

Dannette Sales, Controller
Danny Gallant, Vice President for Finance and Administration
Damon Derrick, General Counsel

Establishing a New Departmental Account: Fund-Organization-Program (FOP)

Original Implementation: Unpublished
Last Revision: ~~April 14, 2015~~*April 24, 2018*

The university's financial reporting system, Banner, allows departments and administrative staff to track revenues and expenditures by source of funding (fund), by individual departments (organization), and by function (i.e. instruction, research, etc.) (program). In Banner, these accounts are referred to as FOP (fund – organization – program). Requests to establish a new account are used to track the intent of why and when an account was established. For this reason, the controller's office will require completion of a form to process requests to establish an account. This form*, along*~~,~~ with any supporting documentation, are to be used by the controller's office, the ~~office of~~ research and sponsored programs *office* and the development office to determine if revenues and expenditures are made in compliance with the intent to establish the account.

These forms and procedures for submitting th~~ese forms~~ *m* are available on the controller's office website and the ~~office of~~ research and sponsored programs *office* website. *"Guidelines on How to Establish a New Departmental Account: Fund-Organization-Program (FOP)," found on the controller's office website, contains detailed instructions for completing the form for non-grant accounts.*

Cross Reference: ~~None~~*Guidelines on How to Establish a New Departmental Account: Fund-Organization-Program (FOP)*

Responsible for Implementation: Vice President for Finance and Administration

Contact for Revision: Controller

Forms: *Request to* Establish~~ing~~ a New Departmental Account ─(Fund-Org-Program) for Non-Grant Accounts and *Request to* Establish~~ing~~ a New Banner Fund – External Awards and Contracts. Both forms are available online on the forms link: http://www.sfasu.edu/3386.asp

Board Committee Assignment: Finance and Audit