

# USF Controller's Office

## Accountable Officer Duties

### **Philosophy:**

In accordance with effective internal control procedures and established accounting processes, as well as University regulations individuals are assigned as Accountable Officer for specific units (chart fields).

### **Procedure:**

An individual designated as accountable officer (AO) is recognized as the ultimate authority for a specific chart field or chart field combination. This level of authority includes personnel documentation, system security requests, workflow approval, and financial transactions. Only one AO may be assigned to any specific chart field or chart field combination as identified below.

### **To request assignment as an accountable officer:**

- Complete a FAST Workflow Request form (available at [UCO Controller's Office](#) - look under Library of Resources/Forms)
- Email the form 482.6 (EMC71i4rp2/3. (rF)38.-1 (w)1SrFm

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the attribute 'yes' or 'no', which is attached to the fund when it is setup. A 'yes' attribute indicates that the fund is used by only one