

Request for Account Change or Discontinue Instructions

Use: To request account changes or discontinue account(s).
• Fiscal Officer/Delegate changes including adding and/or removing delegates.

Access: Access the form here: <https://www.siu.edu/its/ais/eforms/index.shtml>

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SPECIAL NOTES: Fiscal Officer Attestation Statements must be signed (not digitally) and on file in Admin Accounting for all Fiscal Officers/Delegates.

Complete the Request for AIS Access if a change in system access is needed.

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Select the type of request:

Account Changes: Request to change account FO and/or Delegates

Discontinue Account(s): Request closure of account(s)

Date: Date request initiated

Department/Unit Name: Select from the dropdown list

Budget Purpose #/Description Section: List up to 10 Budget Purpose #s to be updated or closed.

(A separate sheet can be attached if additional BP's need to be updated.)

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UPDATE FISCAL OFFICER: **Complete to Change Fiscal Officer**

Fiscal Officer Name/Title: Name and title of new fiscal officer

Fiscal Officer Information: Provide basic information about fiscal officer:
Phone # Campus Box E-ID

Fiscal Officer Signature: Required

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ADD DELEGATE: **Complete to Add new Fiscal Officer Delegates**

NOTE: If the requested Budget Purpose will have more than two delegates, list multiple on the Name line or attach a list of Delegates. (e.g., John Doe/Jane Smith/Bill Jones).

Delegate Name/Title: Name and title of delegate(s)

Delegate Information: Provide basic information about the delegate(s)
Phone # Campus Box E-ID

Delegate Signature: Required

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REMOVE DELEGATE(S) **Complete to remove Fiscal Officer Delegates**

NOTE: If the requested Budget Purpose will have more than three delegates to be removed, list multiple on the Name line or attach a list of Delegates. (e.g., John Doe/Jane Smith/Bill Jones).

Delegate Name(s) & E-ID(s): Name(s) and E-ID(s) of Delegate(s) to remove

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Dean/Director and VC Approval: Signature of Dean/Director and VC approving account changes.

Clicking on Submit Form: Will send this form to Pat Rausch
(prausch@siue.edu)