Certification of Accounts Process

- In early October, the units will receive templates and instructions for the Certification of Accounts process from the Dean’s Office Business Affairs unit.
  - The notification will indicate a deadline for submission.
- Each unit will complete four forms:
  - Subcertification Letter (Account Certification)
  - Financial Ethics Certification
  - Covered Accounts Self-Identification Questionnaire
  - Reconciliation Process
- Follow the instructions in the email and submit all required forms to COEApprovals@austin.utexas.edu by the deadline.
- Questions should be sent to COEApprovals@austin.utexas.edu.