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.