Certification of Accounts Process

Instructions

1) 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.

2) Each unit will complete four forms:
   - Subcertification Letter (Account Certification)
   - Financial Ethics Certification
   - Covered Accounts Self-Identification Questionnaire
   - Reconciliation Process

3) 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.