

Edwardsville Campus End User Instructions

FORM - Fiscal Officer Attestation Statement

Use: To attest to fiscal officer's/delegate's knowledge of and acceptance of fiscal responsibilities. This form should be used at the initial appointment of a fiscal officer and/or delegate. This form is applicable for all accounts for which the fiscal officer/delegate has authority.

Access: Access the form via the AIS web site, Electronic Forms, Edwardsville campus location. <http://www.siu.edu/~ais> FormFlow Filler software must be installed on your computer to allow you to access the form. If you do not have FormFlow Filler software, download it from the AIS web page (select Software Downloads, FormFlow Filler).

Instructions: The form should be completed, printed and signed by the fiscal officer/delegate. The employee's supervisor must also sign the form. Complete the form using the following instructions: (Unless noted, all fields are **REQUIRED**.)

Fiscal Officer or Delegate Name

Printed or typed name of the Fiscal Officer or Delegate.

Signature of Fiscal Officer or Delegate

Signature of individual.

Date

Date of fiscal officer/delegate's signature.

Signature of Supervisor

Signature of the fiscal officer's/delegate's supervisor.

Date

Date of Supervisor's signature.

Routing:

Print this form, acquire all signatures, and mail it to: Pat Rausch, Administrative Accounting, Box 1002.