

DATE: *Current date*

TO: ALL FULL-TIME UNIVERSITY EMPLOYEES

FROM: BUSINESS AFFAIRS

RE: **ANNUAL CERTIFICATION OF BANK ACCOUNTS**

In accordance with Louisiana Attorney General Opinion Number 94-167 dated May 10, 1994, it is the University's policy that university employees not have the care, custody and/or control of any funds of student organizations, clubs, groups and other organizations affiliated with the University and that the duly appointed and/or elected officer (e.g., treasurer) of said organizations who are not employees of the University be solely responsible for the receipt, deposit and/or expenditure of organization funds. This policy is found in the University's Fiscal Policy and Procedure User Guides, Revenue and Cash Receipts Section.

Each full-time employee must either relinquish all fiscal responsibility (signatory authority, control over receipts, deposits and/or expenditures, etc.) or establish a university account for these funds.

All full-time employees are required annually to disclose to the University any accounts for which they have the care, custody and/or control of any funds of student organizations, clubs, groups and other organizations affiliated with the University.

If you are a supervisor of full-time employees who do not have e-mail access, it is your responsibility to make sure that all your full-time employees receive a copy of and complete the Bank Account Certification.

Therefore, complete the attached certification on bank accounts and submit through your Supervisor, Budget Unit Head, Dean and appropriate Vice President to Business Affairs by April 30, 20XX.

Attachment