General Accounting

Frequently Asked Questions (FAQ's)

Question:

What does a department need to do to change an account **Responsible Person**? Is there a form to fill out or someone to contact at the Controller's Office?

Answer:

As signature cards are no longer in use, the Controller's Office (General Accounting area) simply requires an e-mail request to David Salzburg in order to change the Responsible Person on an account. The e-mail must include the account number(s), the name of the new Responsible Person (PI) along with their UM ID (C#) and the reason for the PI name change. For documentation and control purposes, the e-mail request must copy, at a minimum, all the parties involved: the new Responsible Person, the existing Responsible Person (unless they have already left the University) and their area manager (the Dean, Department Chair, Business Operations Manager, Budget Director, etc).

If the name change involves multiple accounts, the DMAS Department Menu-Account List sorted by Responsible Person is a very useful tool. It provides Account, Description, Responsible Person and Department Sub-Dept. information. This DMAS listing can be easily downloaded into a spreadsheet. Clean up the spreadsheet before submitting by deleting rows for unrelated accounts so you are only left with accounts involved in the Responsible Person name change.