

## **Activity Accounts**

### **Account Changes**

- The faculty sponsor is responsible for submitting changes on the Account Changes New form on Lotus Notes Workflow. Changes may include the final approver authorized to approve transactions, the backup final approver, individuals authorized to submit IFAS Purchase Requisitions, or a decision to inactivate the account. This is a serious responsibility and timeliness is critical.
  - IFAS Security will assign a new password for these changes and send the ID and password to the organization's sponsor informing them they are responsible for distributing the IFAS ID and password to their officer(s). The officer(s) are responsible for initiating PRs and monitoring their accounts using the IFAS CDD reports.
- One generic ID is set up for each organization.
  - If a student calls for the password, they will be directed to their sponsor.
  - The organization submitters will not receive a unique ID since they change so frequently.
- The Lotus Notes Account Change form also needs to be completed when an organization becomes inactive.
  - If the account has a balance, the funds will be transferred to a holding account until the organization becomes active again.