

DELETING AN ELECTRONIC OFFICE CHECKLIST

Accounts and electronic signature authority are maintained within electronic offices. Unit Heads delegate the management of their accounts to electronic office managers who are responsible for managing these electronic offices.

When an electronic office is no longer administratively useful it can be deleted by the **office manager** using *DEFINE command **US1**. The office manager must obtain approval from a unit head of a unit previously managed by the electronic office or someone who is hierarchically over the unit head as shown on *DEFINE command **GG6**. If the electronic office manager is unavailable, the unit head can assign a new office manager using the [Electronic Office Manager Request form](#). The newly assigned office manager can then delete the electronic office.

This checklist has been developed for office managers to assist with this process. Upon completion, please forward a copy to the Office of Accounting Signature Desk.

Date: _____

To: Office of Accounting
Signature Desk
Mail Code: K5300
471-3723/232-3360 (fax)

Electronic Office	
Electronic Office Manager	

Checklist	Yes	No
1) Does the electronic office own units? Use *DEFINE command US1 Section 4: Views. <u>If yes, answer questions 2 & 3 then contact the Office of Accounting Signature Desk.</u> If no , you may delete the electronic office.		
2) Are there budget groups in the units? Use *DEFINE command GG5 to verify. Place a B in the space to the left of the unit code. If yes, you cannot delete the office. Contact the Office of Accounting Signature Desk for assistance.		
3) Is there inventory in the units? Use *DEFINE command NV3 to verify. If yes, you can not delete the office. Contact the Office of Accounting Signature Desk for assistance.		

I understand that by signing this form, I am authorizing the office manager to delete the designated electronic office.

Original Signature of Unit Head

Printed Name of Unit Head