

## Request for an Overhead Account

Return to: COS Research, College of Sciences Deans Office, 4000 Central Blvd., CS 201

Please fill out this form if requesting for a new Overhead Account. Then please e-mail it to [cosresearch@ucf.edu](mailto:cosresearch@ucf.edu). You will be notified when your account has been made by e-mail.

### Department Use

Department: \_\_\_\_\_

Name of PI: \_\_\_\_\_ EMPLID: \_\_\_\_\_

RFO: \_\_\_\_\_ EMPLID: \_\_\_\_\_

DDC: \_\_\_\_\_ EMPLID: \_\_\_\_\_

PCT: \_\_\_\_\_ EMPLID: \_\_\_\_\_

DLP: \_\_\_\_\_ EMPLID: \_\_\_\_\_

Code	Code Name	Description	Notes
RFO	Responsible Fiscal Officer	The RFO is the individual primarily responsible for the financial activity and financial security for a particular department or project. The RFO approves DAL role assignments, has authority to approve payment of invoices (including invoices totaling \$50,000 and greater) and declares assets lost or missing. This individual will be able to assign SBC access to any person within their department or project at any level.	This code can only be assigned to one employee per department or project. It is recommended that the employee who is assigned the RFO role be different than the DDC to provide increased operational flexibility.
DDC	Deans, Directors, or Chairs	A single individual primarily responsible for the operations of a department or project. The DDC approves DAL role assignments, has authority to approve payment of invoices (including invoices totaling \$50,000 and greater) and declares assets lost or missing.	This code can only be assigned to one employee per department or project.
PCT	Property Custodian	A single individual delegated by the department's DDC or RFO to assist in tracking and maintaining the department's inventory of state-owned property. The PCT code authorizes an employee to create transfer and lost/missing requests for assets, and to approve asset transfers from other departments or projects.	This code can only be assigned to one employee per department or project.
DLP	DAL Processor	Authorizes employee to create DAL role assignment requests. All requests created by the DLP are routed to both DDC and RFO for approval.	

### Contact Information

COS Research

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