

(University of South Florida Letterhead)

(Date)

The University of South Florida hereby certifies to the State Board of Education that it is ready to transition from FLAIR to its own university accounting system. The University of South Florida confirms that the system the university has implemented and tested is adequate for the university, the university has appropriate audit and internal controls in place, and the university has the resources required to operate and maintain the system. The university and the Chief Financial Officer are prepared to implement the transition effective July 1, 2003. The University of South Florida also certifies that effective July 1, 2003, it will be able to satisfactorily and timely perform all accounting and reporting functions required by state and federal laws and rules of the State Board of Education. The University of South Florida requests that the State Board of Education submit to the Executive Office of the Governor and the chairs of the appropriations committees of the Senate and House of Representatives confirmation of this verification and effective date. This certification acknowledges that the transition shall not take place until after the State Board of Education has submitted the required confirmation.

The University of South Florida further certifies that it can and will provide, in accordance with the State Board of Education instructions, guidelines, and standard formats to be used by each university, adequate information to support and justify the legislative budget requests submitted pursuant to Sections 216.023, 1010.24, 1011.90, and 1013.60, Florida Statutes. The expenditure analysis report, operating budgets, and annual financial statements of the University of South Florida will be prepared using the standard financial reporting procedures and formats prescribed by the State Board of Education. These formats are the same as used for the 2000-2001 fiscal year reports. The University of South Florida will provide the management information databases to support these procedures and formats as specified by the State Board of Education.

Finally, the University of South Florida will maintain accounting records to ensure compliance with Section 216.301(3), Florida Statutes, so that uncommitted fixed capital outlay amounts may revert to the fund from which appropriated and be available for reappropriation. The university will have available the appropriate fixed capital outlay project documentation to determine the status of appropriated funds by fiscal year. The accounting system will enable the university to adequately manage the funds received in order to implement and complete the approved fixed capital outlay projects.

President, University of South Florida