



CHANGE IN INDIVIDUAL MONTHLY OPERATING REPORT DISTRIBUTION

As of April 1, 2009 users of the Aurora Finance system can choose if they wish to no longer receive their hard copy monthly operating and monthly operating transaction detail reports. This is not an option for grant reports.

Staff are still expected to reconcile their FOPs in accordance with the Administration and Control of Operating Funds policy and procedure regardless if they choose to receive the monthly hard copy reports or access the data themselves using Aurora Finance.

Primary Signing authorities (PS) and Extra Copy report recipients (XC) are set-up in the system to automatically receive hard copy reports unless otherwise requested.

Print Name Employee # Signature

Primary Signing Authority (PS) Hard Copy Reports:

- Check here if you do not wish to receive any hard copy reports where you are the PS.
Check here if there are specific FOPS or higher level Fund or Organization code reports you no longer wish to receive where you are the PS. List below.
E.g. 110000-333300-1100 or Organization code 333300

Four horizontal lines for listing specific FOPS or Organization code reports.

Extra Copy Recipient (XC) Hard Copy Reports:

- Check here if you do not wish to receive any hard copy reports where you are the XC.
Check here if there are specific FOPS or higher level Fund or Organization code reports you no longer wish to receive where you are the XC. List below.
E.g. 110000-333300-1100 or Organization code 333300

Four horizontal lines for listing specific FOPS or Organization code reports.