

# DEPARTMENTAL SALES

## OPEN/STANDING ACCOUNTS AUTHORIZATION FORM

Date: \_\_\_\_\_

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

FMIS Account Manager: \_\_\_\_\_ Email: \_\_\_\_\_

Open Account Contact: \_\_\_\_\_ Email: \_\_\_\_\_

Telephone: \_\_\_\_\_

**Please check one of the following:**

New account (*complete steps 1 & 2 only*)       Add/delete users (*complete steps 1 & 3 only*)

Renew account (*complete steps 1 & 2 only*)       Close Account (*complete step 1 only*)

**(If new account or using a new JV, please attach Journal Voucher)**

**Step 1: Please provide FMIS account information:**

Journal Voucher No.	
Speed Chart	
FMIS GL Account # (i.e. 645100)	
Project/Grant	

**Step 2: Please list all authorized users to your open/standing account.**

Name(s) of authorized user(s)	Name(s) of authorized user(s)

**Step 3: Please add/delete the following users to our open/standing account:**

Add authorized user(s)	Delete following user(s)

**IMPORTANT! ID checks apply to all users on account at time of purchase.**

Name of authorized person: \_\_\_\_\_ Signature: \_\_\_\_\_

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