Step 1: Provide applicable fiscal year:

Fiscal year: ____________________________

Step 2: Fill out your FMS Speed Chart Account Information:

- Speed Chart: ____________________________ (ex. WXYZ)
- Fund Code: ____________________________ (ex. G0000)
- Dept. ID: ____________________________ (ex. 123000)
- Project Grant (PG): ____________________________ (ex. 32G12345)
- Program Code: ____________________________ (needed if your unit uses them)
- Dept. Name: ____________________________ (ex. Psychology)

Step 3: Provide the following information:

- Journal Voucher No.: ____________________________ (ex. J 845123)
- FMS Account no.: ____________________________ (ex. 640001)
- FMS Account no.: ____________________________
- FMS Account no.: ____________________________
- Special instructions: ____________________________

Step 4: Provide complete names of all users who are authorized to make purchases:

(Please include all users, whether they have FMS signing authority or not)

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

Step 5: Provide the contact information for the person administering the open account:

- Name:
- Phone number:
- Email Address:

Note: This information is required so we can contact you quickly if we have questions about the account set up and for sending email reminders for the annual renewal of open accounts.

Step 6: Have someone with FMS Signing authority sign this form:

Name of Signing authority: ____________________________ Date: ____________________________

Signature: ____________________________

Step 7: Submit this form via only ONE of the methods below:

By email: To open.accounts@ubc.ca
In Person: To the UBC Bookstore departmental sales desk
In Person:   To the UBC Bookstore departmental sales desk

Note: This information is required so we can contact you quickly if we have questions about the account set up and for sending email reminders for the annual renewal of open accounts.

(Please include all users, whether they have FMS signing authority or not)

Step 4: Provide complete names of all users who are authorized to make purchases:

Step 5: Provide the contact information for the person administering the open account:

Step 6: Have someone with FMS Signing authority sign this form:

Step 7: Submit this form via only ONE of the methods below:

By email:     To open.accounts@ubc.ca

UBC Bookstore Departmental Sales

New/Renewal Open Account Form

Step 1: Provide applicable fiscal year:

Step 2: Fill out your FMS Speed Chart Account Information:

Step 3: Provide the following information:

(ex. WXYZ)

(ex. G0000)

(ex. 123000)

(ex. 32G12345)

(needed if your unit uses them)

(ex. Psychology)

(ex. 640001)

(ex. J 845123)