

**UBC Bookstore Departmental Sales
New/Renewal Open Account Form**

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

