

**UBC Bookstore Departmental Sales  
Update Existing Open Account Form**

**Step 1: Provide applicable fiscal year:**

Fiscal year: \_\_\_\_\_

**Step 2: Provide your existing open account information:**

Speed Chart \_\_\_\_\_ (ex. WXYZ)

**Step 3: Please encircle the update required and provide the appropriate information:**

a. Add Users:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

b. Delete users:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

c. Close my account

\_\_\_\_\_

**Step 4: 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 update.

**Step 5: Have someone with FMS Signing authority sign this form:**

Name of Signing authority: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_

**Step 6: Submit this form via only ONE of the methods below:**

By email: To [open.accounts@ubc.ca](mailto:open.accounts@ubc.ca)

In Person: To the UBC Bookstore departmental sales desk