

**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

In Person: To the UBC Bookstore departmental sales desk

