

**UBC Bookstore Departmental Sales
Open Account Form - Workday**

New Account	Update Account
Renew Account	Close Account

Step 1: Provide applicable fiscal year:

Fiscal year: _____

Step 2: Fill out complete FDM elements of your Workday driver worktag:

Workday Cost Center		(i.e. CC00623)
Workday Program ID		(i.e. PM004863)
Workday Project ID		(i.e. PJ001171)
Workday Gift ID		(i.e. GF001118)
Workday Grant ID		(i.e. GR010464)
Workday Activity ID		(i.e. AC000310)
Workday Gift Initiative ID		(i.e. IN000071)

Step 3: Provide the following information:

Workday spend category _____ (ex. SC0105)

Special instructions:

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

(Please include all users regardless of position or role)

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 Worktag Manager sign this form: *(Signature not required if form emailed by Worktag Manager)*

Signature: _____
Name of Worktag Manager: _____ Date: _____

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

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