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