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