



FACILITIES & SERVICES

INTERNAL CUSTOMER ACCOUNT REQUEST / CHANGE FORM

NOTE: This document authorizes Facilities & Services to charge the customer's SAP-FIS account noted below for goods & services provided. Details of F&S billing to a customer account can be displayed using SAP - F&S Customer Statement. The transaction code is "ZV37".

Finance & Administration
Facilities and Services Department
University of Toronto
255 McCaul Street, Level 4, Toronto, ON, M5T 1W7
T/P: (416) 946-5985. Fax: (416) 978-3920
Email: arfacilities.services@utoronto.ca

Request for: New Customer A/C

Change to A/C Info (Enter the existing customer # below)

Customer Number:

D	D	M	M	Y	Y

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CUSTOMER INFORMATION (For A/C Changes, please enter the revised information)

Account Name: _____
(Enter Division / College / Principal investigator / Capital Project # / Project Name/ F&S subdivision if applicable)

Faculty: _____

Dept/Division: _____

Contact Person: _____

Address: _____ Room #: _____ Bldg #: _____
(Street) (Building # where the project to be completed)

Postal Code: _____

Telephone: () _____ Fax: () _____ Email: _____

ACCOUNTING INFORMATION (For A/C Changes, please enter the revised information)

GL Account #:

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Cost Centre:

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 or Internal Order/
Project Number

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Fund Centre:

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 Fund:

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AUTHORIZED APPROVAL

Name of Authorized Person	Title	Signature
Name of Authorized Person (second signature if required)	Title	Signature