



Facilities & Services Customer Account Request/Change Form

(F&S accounts only)

This form authorizes Facilities & Services to charge the SAP-FIS account noted below for goods & services provided. Details of F&S billing can be displayed using SAP - F&S Customer Statement. The transaction code is "ZFVR019A".

Finance & Administration
 Facilities & Services
 University of Toronto
 255 McCaul St., Level 4, Toronto, ON, M5T 1W7
 Phone: 416-946-5985 Fax: 416-978-3920
 Email: arfacilities.services@utoronto.ca

Date: _____
 DDMMYY

Request for: New Customer A/C

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

Customer Number: _____

F&S Customer Information (for A/C changes, please enter the revised information)

Account Name: _____
 (Enter Project Name/Details)

Department: _____

Contact Person: _____

Telephone: _____ Email: _____

Building #: _____ Bldg Name: _____
 (If applicable, enter building details relating to the project)

F&S Customer Category
Asbestos
AODA
DM - VFA
DM - Contingency
DM - Opportunistic
UIRF
URRF
F&S - Operating
F&S - Others (please specify)

Account Information (for A/C changes, please enter the revised information)

Project Budget:

GL Account #: _____

Cost Centre: _____ or Internal Order/Project Number: _____

Fund Centre: _____ Fund: _____

Authorized Approval

Name of Authorized Person	Title	Date (dd/mm/yy)	Signature
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Name of Authorized Person (second signature if required)	Title	Date (dd/mm/yy)	Signature
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