



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".

Date:

DDMMYY

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

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:

Internal Order/
or Project Number:

Fund Centre:

Fund:

Authorized Approval

Name of Authorized Person

Title

Date (dd/mm/yy)

Signature

Name of Authorized Person
(second signature if required)

Title

Date (dd/mm/yy)

Signature