



Request to Establish a New FAST Account

Office Use Only FUND ORG PROG ROLLUP

This form is to be completed on the screen, printed out, signed and sent to Financial Accounting for processing.

Account type: (choose an account type)

Specific purpose	Balance sheet fund	Agency
Operating	Ancillary	

Account Name:

Account Holder Information

Name:	Email:
Dept/Unit:	Telephone/Local:
UVic ID: (VOO#####)	Netlink ID:

Assigning FAST Web Viewing Access

Name 1:	Name 2:
Name 3:	

Assigning Accounts Payable Reply (APReply) Workflow Notification

Name:	Email:
UVic ID: (VOO#####)	Netlink ID:

Signing Authority: See the Purchasing Services webpage for the [Delegation of Signing Authority Form](#)

Purpose of Account:

Details : Source of Funding/Revenue (provide supporting documentation ie. contract)

Describe how the funds will be used :

- Are there restrictions on the use of these funds: Yes No If Yes, please provide documentation.
- Are there special reporting requirements: Yes No (i.e. sponsor requires statement of expenditures)
- If so, who will be responsible for the reporting:

▪ Expected duration of Account: Expected Total Revenue:

▪ Where will surplus/deficit balance be disposed:

- *must be a departmental general operating account*
- *if there is a deficit, account holder will be contacted before any transfer of funds*

FULL Regular Signature of Department Head, Dean or V-P *

▪ Date (mm/dd/yy):

▪ Name :

▪ UVIC ID: (V00#####)

*** Signature must be contained within the border of the box.**

- **MUST BE CONSISTENT WITH BOG SIGNING AUTHORITY POLICY [FM5100](#)**
- **ACCOUNT HOLDER AND DELEGATE CANNOT SIGN ON BEHALF OF THE UNIVERSITY OF VICTORIA**

The University of Victoria is designated as a local public body under the Freedom of Information and Protection of Privacy Act (FOIPPA). This act applies to all records in the custody, or under the control of the University. The Act provides access to the records of the University and prohibits unauthorized collection, use or disclosure of personal information by the University.

There are a few exceptions to the right of access. Section 21 on disclosure harmful to business interests of a third party requires the University to refuse to disclose information only when the information meets the three part test outlined in the section.

Personal information is collected in accordance with Section 26 (c) which states: "No personal information may be collected by or for a public body unless that information relates directly to and is necessary for an operating program or activity of the public body".

Accounting Office Use Only		
Accounting Approval:	Date:	
Notifications sent		
Dept/Acct Holder:	Budget Office:	Purchasing:
Conference Memo	Entered in Signing Authority:	