



ACCOUNT REQUEST FORM

Name of (UVIC/UVSS) Department/Club/Course Union (no abbreviations please): _____ Date: _____

Primary Contact/Primary Signing Authority: _____

Contact Email: _____ Contact Phone: _____

Signature: _____

UVSS Departments, Clubs, & Course Unions Only

New Clubs & Course Unions need UVSS Executive's signature:

Director of Student Affairs signature

Account # : _____

New Club/Course Union Account?

OR

Update Current Account?

For updates: enter the Current Account Code from the Account Book. New accounts have to be signed by the appropriate directors, account code obtained from the bookkeepers and approved by the Zap managers before any charges take place:

Names to be **added**:

1. _____
2. _____
3. _____

UVSS clubs & Course Unions only allowed **3** signers per account **INCLUDING** primary contact.

Names to be **deleted** from account:

UVic FAST & External Accounts Only

Contact Phone: _____

Billing Address (UVic Accounts: Building & Room #):

UVic FAST Code

Names to be **added**:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

Names to be **deleted** from account:
