



Request to Establish a New FAST Account

This form is to be completed, signed, and emailed along with supporting documentation to finadmin@uvic.ca

Account Type:

<input type="checkbox"/> Operating Preferred roll-up:	<input type="checkbox"/> Balance Sheet Fund	<input type="checkbox"/> Agency Preferred roll-up:
<input type="checkbox"/> Specific Purpose Preferred roll-up:	<input type="checkbox"/> Ancillary	

Account Title (Max 35 Characters):

Financial Manager Information:

Name:	Email:
Dept/Unit:	Position #/Title:
V#:	Netlink:

FAST Finance Viewing Access:

Name, V#, Netlink:	Name, V#, Netlink:
Name, V#, Netlink:	Name, V#, Netlink:

Workflow Approver (APReply):

Name:	Netlink:
V#:	Email:

***For Delegation of Signing Authority, please contact [Purchasing Services](#)**

Purpose of FAST Account:

Source of Funding/Revenue (Provide Documentation):

How Funds Will Be Used:

Are there restrictions on the use of these funds? Yes No

Are there special reporting requirements? Yes No

If you answered yes to either of the above, please attach documentation and describe any reporting requirements and who will be responsible for them (please include name, role, and email):

Expected duration of account:

Total expected revenue:

Departmental operating account where surplus/deficit balance will be deposited

****If there is a deficit, the financial manager will be contacted before any funds are transferred***

Signature of Department Head, Dean, or VP:

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Name:

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V#:

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Date:

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- **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".

Financial Reporting Use Only:

RT#:

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Fund:

Orgn:

Prog:

Roll-up:

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Approved By:

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Date Created:

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Notifications Sent:

<input type="checkbox"/> Financial Manager	<input type="checkbox"/> Viewing Access/AO	<input type="checkbox"/> Purchasing	<input type="checkbox"/> Budget (if needed)
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