

# Financial Reporting

## Request to Establish a New FAST Account

*\*Note: Boxes with a red outline are required fields*

FAST Account Type:	FAST Account Title:	Preferred Roll-Up:
		Preferred Orgn:

Purpose of FAST Account:

Source of Funding:

Use of Funds:

### FAST Account Holder Information:

Name:	Email:
Dept Code:	Position-based FAST account:
V Number:	Position Number:
Netlink ID:	

### FAST Finance Viewing Access:

	Name	Email	V Number	Netlink ID
User 1:				
User 2:				
User 3:				
User 4:				
User 5:				

*\*If there are additional users who require viewing access please include their information in the submission email.*

## Additional FAST Account Information:

Are there restrictions on the use of these funds?

If yes, please attach supporting documents here:

\*Please only attach a document if it differs from the attachment in the Source of Funding section.

Are there special reporting requirements?

If yes, fill below for the person responsible for reporting:

Name:

Position Title:

Email:

Department:

Expected Duration of Account:

Expected Total Revenue or Expenses:

FAST Account for disposal of surplus/deficit:

- Must be a departmental general operating account
- If there is a deficit, the account holder will be contacted prior to any transfer

## Approval of Department Head, Dean, or V.P.

Signature:

Name:

V Number:

Position Title:

Date:

- Must be Consistent with BOG [Signing Authority Policy FM5100](#)
- Account Holder and Delegate cannot sign on behalf of the University of Victoria

## Form Submission Instructions:

- Save the completed form with the title: "Request to Establish a New FAST Account - (FAST Account Title)"
- Please email the completed form to [finadmin@uvic.ca](mailto:finadmin@uvic.ca) with the subject line: "Request to Establish a New FAST Account - (FAST Account Title)"

## Financial Reporting Use Only:

RT#:

FAST Account Title:

Fund:

Fund Roll-Up:

Orgn:

Orgn Roll-Up:

Prog:

Approved by:

Approved date:

Notification Sent:

Created by:

Creation Date: