

# Account Request Form

Updated July 2023

**DATE**

**CONTACT INFO**

<b>Name of PI</b>		<b>Department</b>	
<b>Email</b>		<b>Building</b>	
<b>Phone</b>		<b>Room No.</b>	

**Account Holder Authorization**

Please do not digitally sign this form as it will close off the fillable STORES USE ONLY fields at the bottom. Just send the form by email to [scistore@uvic.ca](mailto:scistore@uvic.ca) and write "I authorize this form" in the body of the email.

**PLEASE NOTE:** Stores strongly prefers to keep the existing naming convention already established for your accounts. If you are new to Stores and are developing a naming convention for the first time, we require that the code be short – 3 letters and a digit – and also that the letters be your initials or a segment of your name.

**FAST(s) you want added to our STOCK sales system**

	5 Digit Fund Code		5 Digit Organization Code	Sub code	Activity Code (if applicable)
<b>FAST 1</b>		–		9284	
<b>FAST 2</b> (optional)		–		9284	
<b>List of Accounts to Close (if any)</b>					

SCIENCE STORES USE ONLY					
Date Entered			FAST 1	FAST 2	
Account Name from FAST	Initials				
<b>Account in Apex</b>			<input type="checkbox"/>	<input type="checkbox"/>	
<b>Assigned Short Code</b>					
<b>Entered into Inv Dbase</b>			<input type="checkbox"/>	<input type="checkbox"/>	
<b>Account Holder and Stores Team Emailed</b>			<input type="checkbox"/>		

Science Stores 250.721.8853 [scistore@uvic.ca](mailto:scistore@uvic.ca)

The information on this form is related directly to and needed by the University to establish, maintain and charge Faculty of Science (Science Stores) user accounts. The Faculty of Science (Science Stores) will use the information to identify user accounts, fill and process orders, charge user accounts and confirm the delivery or pick-up of materials and supplies. If you have any questions about the collection and use of this information please contact Science Stores at 250.721.8853