



FINANCIAL SERVICES
3000 College Dr. S
Lethbridge Alberta T1K 1L6
Tel. 403.380.5658

ACCOUNT INFORMATION

										CREATE			REVISION			
ACCOUNT NAME : (25 characters)					COLLEAGUE #:							-000-				
RESPONSIBLE PERSON:					BUDGET OFFICER #:											
GST STATUS :		TAXABLE		ZERO-RATED		EXEMPT		CHARITABLE		N/A						
Describe Business Activity:																
What class of programming will this account administer? CR N/CR COMBINATION																
Source(s) of Direct Funding:																
Comments on Operating Rules, Special Reporting, Special Contracts, Audit Requirements (Internal, External) or other information: (attach a copy of pertinent data which communicates administration requirements of this account ie. Contracts, Budget Worksheets)																
Signing Authority (1) (Primary Responsible Person)					Signing Authority (2) (Second Responsible Person if required):					DATE: yy/mm/dd						
Account Request Approval: (Dean/Director, CLC Member)										DATE: yy/mm/dd						

TO BE COMPLETED BY FINANCIAL SERVICES/BUDGET OFFICE:

BUDGET OFFICER:		BUDGET WORKSHEET: (initial)				GLOM UPDATE: (initial)				DATE: yy/mm/dd							
FISCAL YEAR COMMENCEMENT:		<input type="checkbox"/> ACTIVE		<input type="checkbox"/> INACTIVE		<input type="checkbox"/> G/L ACCOUNT TAG:											
MISC 1: INTEREST <input type="checkbox"/> NO <input type="checkbox"/> YES: <input type="checkbox"/> 03505 ENDOWMENT <input type="checkbox"/> 03500 REGULAR						MISC 2: AGENCY ACCT. <input type="checkbox"/> NO <input type="checkbox"/> YES											
APPLY TO COLLEAGUE #:				-000-				-46000		CROSS REFERENCE OLD ACCOUNT (if applicable)				-000-			
APPROVAL: Financial Services										DATE: yy/mm/dd							
CREATED IN COLLEAGUE:										DATE: yy/mm/dd							
SECURITY SECTION:																	
GL Security Role:										DATE: yy/mm/dd							
PURCHASING SECURITY: APGL (approval class) (initial):										APPM (approval MTC.) (initial):				DATE: yy/mm/dd			
FRX TREE UPDATE (Budget Officer)										DATE: yy/mm/dd							