UBC Bookstore Departmental Account

Fiscal Year: _____

◯ New Account ◯ Update Account ◯ Renew Account ◯ Close Account

Department/Program Name: _____

Workday driver **Worktag ID** (eg. PM001234): _____

Workday **Cost Center** (eg. CC00123): _____

Workday **Spend Category**:

☐ SC0105 Office Supplies ☐ SC0069 Computer Accessories & Supplies

☐ SC0129 Teaching Supplies ☐ SC0084 Gifts

☐ Other _____

Special instructions: ($500, grad gowns) _____

Complete Names of all Users who are authorized to make purchases:
(Please include all users regardless of position or role)

Contact Information for the person administering the open account:

Name: _____

Phone number: _____

Email Address: _____

(Required in case we have questions about the account set up and for sending email reminders for the annual account renewal.)

Worktag Manager: _____ **Date**: _____

Signature: _____
(Signature not required if form *emailed* by Worktag Manager)

Submit either by email to open.accounts@ubc.ca

OR in person to UBC Bookstore departmental sales desk