



## Billing Unit Setup and Update Request

### INSTRUCTIONS:

- Billing Unit's authorized APPROVER must submit request.
- All information fields required to setup Billing Unit (Bill Source).
- For updates, identify Billing Unit and complete only changed/additional; fields.
- Complete and submit to [fsar@ualberta.ca](mailto:fsar@ualberta.ca) Subject line: Billing Unit Setup/Update Request
- E-mail confirmation will be sent upon processing of request.

### ACTION:

	Inactivate User
Setup Billing Unit (Bill Source)	Update Billing Unit (Bill Source)

### INFORMATION:

Billing Unit Name: \_\_\_\_\_  
(As it should appear on invoices – **maximum 30 characters**)

Unit's Associated  
Faculty/ Admin Unit: \_\_\_\_\_

Billing Inquiry  
Contact (phone): \_\_\_\_\_

Primary Billing Specialists:  
CCID: \_\_\_\_\_ Full Name: \_\_\_\_\_

Additional Billing Specialists:  
CCID: \_\_\_\_\_ Full Name: \_\_\_\_\_  
CCID: \_\_\_\_\_ Full Name: \_\_\_\_\_

Request by: \_\_\_\_\_ Phone: \_\_\_\_\_

APPROVED BY SFO: \_\_\_\_\_ Phone: \_\_\_\_\_

Signature SFO: \_\_\_\_\_ Date: \_\_\_\_\_