Auxiliary Enterprises
Customer Account Setup Request

To establish a customer account in any of Auxiliary Enterprises' operations, please complete the form below. Return this form to Accounts Receivable, Auxiliary Enterprises, 2nd floor Mezzanine, Residence Hall. Click Sumbit to email to us.
PHONE: 568-2104 or 4510   FAX: 568-7434   (If FAXED **PLEASE DO NOT** mail original)

New Account   Update Account- SPEEDTYPE   Close Account

Speedtype   _____   New/ Add/ Delete **All Authorized Users**_____

Department: _____   _____

Phone: _____   _____

Start and End Date: _____

Business Manager: _____ /_____

Print/type Name   Signature   Date

This form will setup your department's speedtype to be used across all Auxiliary Enterprises operations. Please specify your **Peoplesoft Speedtype** and your **Peoplesoft Gl Account (Object) code** when placing an order.

** Auxiliary Enterprises' Sections will attempt to enforce the "authorized user" system to assist departmental Business Managers in administering their accounts. However, please note that in some cases, due to the volume of transactions and department personnel changes, persons not listed on an account may be provided goods or services if it appears to be reasonable and appropriate under the circumstances. For this reason, departments should review charges and discuss limiting transactions with their personnel as necessary.

Comments: