

Vanderbilt University Office of Financial Affairs
General Accounts Receivable Account Number Request
(See form instructions below)

I. Employee/Student Information (Account Holder)

A) _____ Faculty/Staff _____ Student

B) First Name _____ Middle Initial _____ Last Name _____

C) Vanderbilt ID Number _____ Campus Mailing Address _____

D) Business/Campus Phone _____ E-mail Address _____

E) Department/College/Division Name _____

II. Administrative Contact/Information

A) Administrative Assistant Name _____ Email Address _____ Campus Phone _____

B) Purpose of Account (check one):

_____ Travel Related (Advance, Supersavers, Deposits, etc.)

_____ Research Advance (if grant related, include expiration date below)

_____ Other (please explain) _____

III. Signatures

I accept responsibility for safeguarding the General Accounts Receivable account number assigned to me. Additionally, I have read and understand the Vanderbilt University Travel Policies located at

http://www.vanderbilt.edu/purchasing_and_ap/travel/policies_travel.shtml

A) Employee/Student Signature (Account Holder) _____ Printed Name _____ Date _____

B) Head of Department (or designee) _____ Printed Name _____ Date _____

C) Dean/Vanderbilt Official (or designee) _____ Printed Name _____ Date _____

Office of Financial Affairs Use Only:

General Accounts Receivable Number: _____ Date: _____

Approval by: _____

Vanderbilt University Office of Financial Affairs Instructions for General Accounts Receivable Request Form

The purpose of this form is to request an accounts receivable account at Vanderbilt University in order to incur charges by a Vanderbilt student, staff or faculty in the course of conducting Vanderbilt business, particularly travel. The charges incurred will be subsequently billed to and collected from the Account Holder.

I. Employee/Student Information (Account Holder)

- A) Please indicate if the Account Holder is one of the following: Faculty/Staff or Student. If you are requesting an account relating to a non-Vanderbilt person or entity, please call 343-6632.
- B) Input Account Holder name which is the individual incurring the charges billed to this account.
- C) Input Vanderbilt ID number of the Account Holder.
- D) Input Campus/Business phone of the Account Holder.
- E) Input the name of the Department/College/Division Name in which the Account Holder is located.

II. Administrative Contact /Information

- A) Input the name and email address of an Administrative contact for the Account Holder. In the absence of the Account Holder, the Office of Financial Affairs would contact this individual.
- B) Indicate reason for the account being opened.

III. Signatures

- A) The Account Holder is required to sign and date this form.
- B) The Head of Department of the Account Holder is required to sign this form as approval to open the account receivable account.
- C) The Dean/Vanderbilt Official is required to sign this form as approval to open the account receivable account.

**Mail Completed forms to:
Vanderbilt University Office of Financial Affairs
Box 6310-B**

If you have questions regarding the General Accounts Receivable form or policies, please call @ **343-6632**.