



Account Information

1. Account Holder (check one)

Student	Student Org	External
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

2. VU Net ID (if applicable)

3. Account Name

4. Campus/Business Phone

5. School/Division and Department

Department Code

6. Email address

7. Campus or USPS Mailing Address

8. Purpose of account (check one)

Student Travel		Other (please explain)
Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>

9. Initial Travel Dates (if applicable)

Start:

End:

Administrative Contact Information (leave blank if not applicable)

10. Admin Name

11. Admin campus/business phone

12. Admin email address

Approvals/Signatures

13. Account Holder

14. Printed or typed name

15. Date

16. VU Department Head (or designee)

17. Printed or typed name

18. Date

19. VU Dean/Division Head (or designee)

20. Printed or typed name

21. Date

Vanderbilt Finance

Request for General Accounts Receivable (GAR) Account

PURPOSE

This form is used to request a Vanderbilt GAR account to track and monitor the following:

- Travel advances-Travel advances paid to a student (including cash advances and reimbursements of hotel, airfare and registration fee prepayments)
- Student Organizations/Greek Organizations-facility and other charges to Greek and other student organizations
- Non-Vanderbilt entity-Miscellaneous charges for Vanderbilt services provided to the entity

Charges made on a GAR account will be billed to the account holder, with a copy of the statement emailed to the administrative contact where applicable.

FORM CONTENTS

1. Account holder-Check the appropriate box to indicate the type of account being requested.
2. VU Net ID-for Vanderbilt accounts.
3. Account name-Full name of the account holder (first name, middle initial, last name for individuals).
4. Campus/business phone-Campus phone for students or the business phone for all accounts.
5. School/division and department/Department Code-Name of the school/division and department with which the account holder is affiliated. For the department code please include the 5-digit code (e.g. 20630,22400, etc.)
6. Email address-Email address of account holder, which is the address to which monthly statements will be submitted.
7. Campus or USPS mailing address-Campus mailing address for students or the USPS mailing address for all other accounts.
8. Purpose of account-Check the appropriate box to indicate the purpose of the account. For "other", a brief description of the purpose for the account should be provided.
9. Travel Dates-Input beginning and ending travel dates for student travel advances.
10. Admin name-Name of the administrative contact who will be first point of contact for account and billing questions, if applicable.
11. Admin campus/business phone-Campus or business phone of the administrative contact.
12. Admin email address-Email address of the administrative contact.
13. Account holder signature, printed/typed name and date-Signature of the account holder, their printed or typed name and date of signature.
14. VU department head signature, printed/typed name and date-Signature of the applicable department head (or designee), their printed or typed name and date of signature.
15. VU dean/division head printed/typed name and date-Signature of the applicable dean or division head (or designee), their printed or typed name and date of signature.

FORM DISPOSITION-Mail or fax completed forms to the address below.

Vanderbilt Finance
ATTN: General Accounts Receivable
PMB 406310
2301 Vanderbilt Place
Nashville, TN 37240-6310
FAX: 615-343-0530 (3-0530 on campus)