

## GENERAL ACCOUNTS RECEIVABLE (GAR) NEW CUSTOMER REQUEST

**Purpose:** This form is used to request a new customer account be set up. The customer will be billed through Oracle via emails generated by Central Finance. Customers for GAR can be any type of entity (businesses, student organizations, non-profit organizations, other universities) but should not be students or sponsors of grants. Students are billed through Student Accounts and grants are billed through Research Finance.

**Instructions:** Complete the items below and email this form to [gar@vanderbilt.edu](mailto:gar@vanderbilt.edu) with the subject line "New Customer Request."

**Customer Name:**

Name that will appear on the customer bill and should generally not be an individual's name. Examples: University of Iowa; Kroger; Alpha Tau Omega.

**Customer Contact Name:**

Name of the individual(s) at the entity who should receive the bill. You can list more than one contact if needed.

**Customer Contact Email Address:**

The email address(es) of the individual(s) above.

**Vanderbilt University Contact Name:**

Name of the Vanderbilt employee the customer should reach out to if there are questions about any charges (likely the person filling out this form).

**Vanderbilt University Contact Email Address:**

Email address of the Vanderbilt employee above. This person will be copied on the bill sent to the customer.

**How often do you anticipate charging customer? Select from dropdown:**

**If you selected "Other" please explain here:**

Please list your best guess as to the frequency. This helps us better understand and monitor customer activity for data scrubs/closing inactive accounts, etc.