

## GRAND AND TOY ACCOUNT REQUEST FORM

### NEW ACCOUNT INFORMATION

Date: \_\_\_\_\_

Employee Name: \_\_\_\_\_

Department Name: \_\_\_\_\_

Delivery Address: Building Name: \_\_\_\_\_ Room # \_\_\_\_\_

Email Address: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

Account Requestor Signature: \_\_\_\_\_

### NEW ACCOUNT APPROVAL

Account Code: FUND \_\_\_\_\_ ORGN \_\_\_\_\_  
ACCT \_\_\_\_\_ PROG \_\_\_\_\_

Monthly Spending Limit  (\$1,500 max)

Approver Name: \_\_\_\_\_

Approver Signature: \_\_\_\_\_

- Department/Faculty approver must be one up approval from the requested account holder and have budgetary authorization on the default budget code listed above.

### ACCOUNT INFORMATION

- Send completed form to Procurement Services for processing.
- If the account holder moves to a new Department/Faculty or leaves TRU, Procurement Services must be notified of the change in status, and the account will be cancelled.
- Once you're Grand and Toy account is set up, you will receive an email from Grand and Toy with your Login User Name and Password.
- Furniture, computers, software, telephones, and other electronic equipment may not be purchased through these on-line accounts. This account is to be used for basic office supplies only

**\*Please notify Procurement Services via email of account cancellations\***

For Administrative use only – Account Info

Sold to ID # 847002

Ship to ID # \_\_\_\_\_

BA Limit: \_\_\_\_\_

User Name: \_\_\_\_\_