



Billing and Collections

Billing Unit Setup and Update Request

INSTRUCTIONS:

- Billing Unit's authorized APPROVER must submit request.
- All information fields required to setup Billing Unit (Bill Source).
- For updates, identify Billing Unit and complete only changed/additional; fields.
- Contact the Staff Service Centre <https://apps.ualberta.ca/sharedservices/staff/contact>
Subject line: Billing Unit Setup/Update Request
- E-mail confirmation will be sent upon processing of request.

ACTION:

Setup Billing Unit (Bill Source)

Inactivate User

Update Billing Unit (Bill Source)

INFORMATION:

Billing Unit Name: _____

(As it should appear on invoices – **maximum 30 characters**)

Unit's Associated
Faculty/ Admin Unit: _____

Billing Inquiry
Contact (phone): _____

Primary Billing Specialists:

CCID: _____

Full Name: _____

Additional Billing Specialists:

CCID: _____

Full Name: _____

CCID: _____

Full Name: _____

Request by: _____

Phone: _____

APPROVED BY
FINANCE PARTNER: _____

Phone: _____

Signature Finance
Partner: _____

Date: _____

Revised: January 2022