

PROCEDURE

Effective Date: 5/21/07

Approved By: Vice President George Pierce

Authority: POL-U5320.12 - Creating and Maintaining
Customer and Vendor Information

Cancels:

See Also:

PRO-U5320.12A

CREATING CUSTOMER RECORDS

Action by:

Student Accounts
Financial Managers

Accounting Services
Vendor Maintenance

Action:

1. **Forwards** completed e-sign form to Accounting Services for creation of customer number and/or billing address.
2. **Creates** W# and billing address for customer.
3. **Completes** e-sign form and returns to Student Accounts.