UNIVERSITY OF TORONTO

Financial Advisory Services & Training
Financial Services Department
A Division of Business Affairs

REQUISITION - CREATE FIS MASTER RECORD
Departmental Internal Order (IO)

Send completed Form by FAX: 416-978-5572 OR email : fast.help@utoronto.ca

1. ADMINISTRATIVE DATA

Contact Person: Reference IO *(if available)*:

Email Address: Date:

Faculty / Division: Phone:

Address:

2. INTERNAL ORDER DETAILS

IO Name: *Enter the Internal Order Name (e.g. Faculty/Department prefix: IO Name . Maximum characters, including spaces = 40)*

IO Group: Statistical Order? :   ◯ Yes   ◯ No

Business Area Code:

Funds Center Link: *(For Planning/Budget purposes)*

3. SETTLEMENT

100% Settlement? :   ◯ Yes   ◯ No

Enter the Settlement Cost Center(s)
List the Cost Center(s) and the corresponding allocations below.

Settlement Cost Center (CC)	Settlement %	Settlement Cost Center (CC)	Settlement %

4. AUTHORIZATIONS

Applicant Name _____   Manager Name _____

_____   _____
Signature   Signature