

## ACCTS/PETS Department Setup Form

**Full Department Name** \_\_\_\_\_

**Common Department Abbreviation** \_\_\_\_\_

**Exec Level / Department No** \_\_\_\_\_ / \_\_\_\_\_

***ACCTS/PETS Contact Information***

Primary contact for all ACCTS/PETS issues (e.g. general information, password distribution, training issues, etc.):

**Name** \_\_\_\_\_ **Email** \_\_\_\_\_

**Title** \_\_\_\_\_ **Phone** \_\_\_\_\_

Secondary contact for all ACCTS/PETS issues (e.g. general information, password distribution, training issues, etc.):

**Name** \_\_\_\_\_ **Email** \_\_\_\_\_

**Title** \_\_\_\_\_ **Phone** \_\_\_\_\_

***FAS ADO10 Contact Information***

Contact for receiving FAS ADO10\* turnaround documents:

**Name** \_\_\_\_\_ **Email** \_\_\_\_\_

**Title** \_\_\_\_\_ **Phone** \_\_\_\_\_

\*ADO10 documents are FAS reports that are produced after batch processing updates. They provide information on transactions successfully transmitted to FAS, transactions that went into FAS suspense and transactions that rejected out of FAS.

**Requested By:**

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Signature \_\_\_\_\_ Printed Name \_\_\_\_\_ Date \_\_\_\_\_

**Please send a scanned copy of the approved form to [accts@lists.uchicago.edu](mailto:accts@lists.uchicago.edu)**