



# Controller's Office Financial Reporting

## Request for New or Change in Fiscal Administrator Form

Please check only one box below per request:

**Change Fiscal Administrator**

**Add New Fiscal Administrator**

Department Name:

Department Number:

Old Fiscal Administrator Name (if change request):

New Fiscal Administrator Name:

New Fiscal Administrator Email:

New Fiscal Administrator Phone:

(Secondary contact is the person to handle situations when the primary FA is not available)

Secondary Contact Name:

Secondary Contact Email:

Secondary Contact Phone:

Department FA, Supervisor, or Representative (cannot be same as requestee):

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

**Please submit completed form via one of the following methods:**

Email to: [finsecurity@vcu.edu](mailto:finsecurity@vcu.edu)

Fax to: (804) 828-1404 Attn: Financial Reporting

Send via university mail to: Stagg House, Box 843035

For assistance, please contact the Banner Help Desk at (804) 828-0388  
or email [finsecurity@vcu.edu](mailto:finsecurity@vcu.edu)