

FINANCIAL REPORTING

**REQUEST FOR NEW OR CHANGE IN FISCAL ADMINISTRATOR AND
SECONDARY CONTACT**

(Select one)

_____ CHANGE OF FISCAL ADMINISTRATOR

_____ ADD NEW FISCAL ADMINISTRATOR

DEPARTMENT NAME _____

DEPARTMENT NUMBER _____

OLD FISCAL ADMINISTRATOR _____

NEW FISCAL ADMINISTRATOR _____

EMAIL _____ PHONE _____

SECONDARY CONTACT _____

EMAIL _____ PHONE _____

DEPARTMENT REPRESENTATIVE

SIGNATURE

MAIL TO: FINANCIAL REPORTING BOX 843035
FAX TO: (804) 828-1404
EMAIL: finsecurity@vcu.edu