STATE OF CALIFORNIA

DEPARTMENT OF GENERAL SERVICES

CUSTOMER ACCOUNT NUMBER (CAN) REQUEST

OFFICE OF FISCAL SERVICES

DGS OFS 2019 (Rev. 04/2018)

SECTION A – CUSTOMER CONTACT INFORMATION

ORGANIZATION NAME	UNIT NAME		EXISTING / NEW CAN
BUSINESS ADDRESS	CITY	STATE	ZIP
CONTACT NAME	BUSINESS PHONE	BUSINESS EMAIL	
APPROVED BY	SIGNATURE	TITLE	DATE

SECTION B – REASON FOR REQUEST

☐ Add New CAN ☐ Modify Existing CAN ☐ Inactivate CAN

SECTION C – CUSTOMER TYPE (Only Check One)

☐ State Agency – Non FI$Cal (Fill out Section D and if applicable, provide justification in Section F)

☐ State Agency – FI$Cal (Fill out Section D, E, and if applicable, provide justification in Section F)

☐ Local Government (Cities, Counties, Other States and Districts) ☐ Federal Government

☐ School District (Public, Private, and Superintendent) ☐ Private Entity

☐ Internal Intra-Fund (OFS Budget & Planning Section - Fill out Section D, E and if applicable, provide justification in Section F)

SECTION D – APPROPRIATION FOR SCO DIRECT TRANSFER PAYMENT

FUND	AGENCY	FY	REF/ITEM	FED CAT	PROGRAM	ELEMENT	COMP	TASK

Continuous Appropriation ☐ Yes ☐ No

SECTION E – FI$Cal DIRECT TRANSFER CHARTFIELD (For Voucher Build Process)

BU	FUND	REF/ITEM	ENY	PROGRAM	REPT STRUCTURE	PCBU	PROJECT	ACTIVITY

SECTION F – JUSTIFICATION - Required for state agency if requesting new CAN for the same appropriation as an existing CAN

SECTION G – OFS BUDGET & PLANNING SECTION – DGS Internal Intra-Fund Use Only

REVIEWED BY		DATE
APPROVED BY	SIGNATURE	DATE

SECTION H – ACCOUNTING USE ONLY

REVIEWED AND APPROVED BY	DATE