

STATE OF CALIFORNIA

CUSTOMER ACCOUNT NUMBER (CAN) REQUEST

AFS-94A (REV 6/3/04)

INSTRUCTIONS for (1) ACTION

A - Add New CAN. Columns 1, 3, 4 are required.

M - Modification in unit name and/or address. Columns 1,2,4 are required

I - Inactivate CAN. Columns 1,2,4 are required.

MAIL TO:

Department of General Services
SRF Fiscal Services (IMS Code Z-1)
707 Third Street, 10th Floor
West Sacramento CA 95605
FAX TO: (916) 376-5165
E-mail to: SRFFiscalServices@dgs.ca.gov

FROM:

(1) ACTION	CUSTOMER ACCOUNT NUMBER (CAN)		(4) BILL TO ADDRESS has limitations: 5 LINES & 25 CHARACTERS MAXIMUM PER LINE
	Circle one:	(2) CURRENT #	
A M I			Agency Name (1) _____ Unit Name (2) _____ Address (3) _____ (4) _____ City / State / Zip (5) _____ State - Interagency Messenger Service (IMS) Code: <input style="width: 50px; height: 20px;" type="text"/> Check ONLY 1 of the following boxes that best describes your organization: <input type="checkbox"/> State Government <input type="checkbox"/> Private Entity <input type="checkbox"/> School District (Public, Private, Superintendent) <input type="checkbox"/> Local Government (Cities, Counties, Other States, & Districts) <input type="checkbox"/> Federal Government
			TO BE COMPLETED BY STATE AGENCY REQUESTING CHANGE FOR ELECTRONIC FUND TRANSFER PAYMENT ONLY: CONTROLLER'S ACCOUNT #: _____

Print name of requesting person	Title	Date
Approved by	Title	Date
Address		
E-Mail Address	Fax Number	Phone Number

- Fill out the appropriate columns and return this form to SRF Fiscal Services at the above address. If the form is in by the 18th workday, the Customer Account Number will be valid for use on the 1st workday of the following month.
- After you have obtained a Customer Account Number, and if you plan to order from Procurement/Material Services Warehouse via a Supply Order (STD 116), please contact them at (916) 574-2200 Calnet 8-481-2200 to establish a Delivery Address Code.
- Customer Account Number information is available on our web site at www.ofs.dgs.ca.gov. For questions and inquiries, contact DGS Accounting Office by E-Mail at SRFFiscalServices@dgs.ca.gov