



Controller's Office • Long Jones Hall • Rm 263

Agency Account: Update Form

Instructions: Please type all required information. Once complete submit to the Controller's Office. This form should be submitted whenever there is a change in information and also at the start of each semester. Deadlines: Fall - Oct. 15th; Spring - Mar. 15th **Hand written forms will not be accepted.**

Date _____ Account Code : _____

Account Name _____

Advisor Information

Name _____
Last Name First Name

Department Name _____

GSU Address _____ Contact Number _____
Box Number Campus Extension

Organization Officer Information

Name of President _____ Contact Number _____ Email _____

Name of Vice President _____ Contact Number _____ Email _____

Name of Treasurer _____ Contact Number _____ Email _____