

## AXIS ACCOUNT UPDATE REQUEST FORM

**\* PLEASE ATTACH CURRENT INVOICE COPY \***

NEW ACCOUNT <input type="checkbox"/>		MODIFICATION <input type="checkbox"/>		CLOSURE <input type="checkbox"/>		OTHER <input type="checkbox"/>	
SUBMITTED BY				CURRENT DATE			
REQUESTED / APPROVED BY				DATE OF REQ / APP			
TAX ID		41-0696271		ACCT OPEN DATE			
CLIENT (HIERACHY LEVEL 1)		USDA		DIVISION / AGENCY (HIERARCHY LEVEL 2)		Animal and Plant Health Inspection Service (APHIS)	
SITE NAME (HIERARCHY LEVEL 3)				LOCATION NAME (HIERARCHY LEVEL 4)			
YEAR BLDG BUILT				BLDG SQUARE FEET			
STORE / BLDG NUMBER				COMPLETE LOCATION ADDRESS			
LOC. CONTACT NAME				CONTACT EMAIL			
CONTACT PHONE				CONTACT FAX			
AGENCY PAYMENT DATA							
FUNDS COMMITMENT DOC #				FUNDS COMMITMENT LINE ITEM #		% PAID	
ELECTRIC SERVICE							
UTILITY NAME				METER #			
UTILITY CONTACT				ACCOUNT #			
UTILITY PHONE				VENDOR CODE			
GAS SERVICE							
UTILITY NAME				METER #			
UTILITY CONTACT				ACCOUNT #			
UTILITY PHONE				VENDOR CODE			
WATER SERVICE							
UTILITY NAME				METER #			
UTILITY CONTACT				ACCOUNT #			
UTILITY PHONE				VENDOR CODE			
SEWER SERVICE							
UTILITY NAME				METER #			
UTILITY CONTACT				ACCOUNT #			
UTILITY PHONE				VENDOR CODE			
OTHER SERVICE							
UTILITY NAME				METER #			
UTILITY CONTACT				ACCOUNT #			
UTILITY PHONE				VENDOR CODE			
SPECIAL INSTRUCTIONS AND/OR UNUSUAL CIRCUMSTANCES (MULTIPLE METERS, NO GAS AVAILABLE, UPDATE LOCATION POC INFORMATION...)							

## AXIS Account Update Request Form – Completion Instructions

<b>SUBMITTED BY</b>	Person establishing the service
<b>CURRENT DATE</b>	Date requested
<b>REQUESTED / APPROVED BY</b>	Budget Officer (or approver for such actions based on agency business processes)
<b>DATE OF REQ / APP</b>	Date approved
<b>TAX ID</b>	USDA Tax ID number (APHIS should use 41-0696271)
<b>ACCT OPEN DATE</b>	Date utility account was opened, if known
<b>CLIENT (HL 1)</b>	USDA (always)
<b>DIVISION / AGENCY (HL 2)</b>	Animal and Plant Health Inspection Services (APHIS) (always)
<b>SITE NAME (HL 3)</b>	Program: Veterinary Services (VS); Plant Protection and Quarantine (PPQ); Wildlife Services (WS)
<b>LOCATION NAME (HL 4)</b>	Begins with the Region/Operation designation – HQ, NIES, OP, ER, WR Example: OP 1112 FL CENTRAL or STA TN BLDG 2000; <b>Make sure HL4 is set up consistently within the program or reporting won't work properly!</b>
<b>YEAR BLDG BUILT</b>	Useful for energy-saving projects, if known
<b>BLDG SQUARE FEET</b>	Required for energy reporting
<b>STORE / BLDG NUMBER</b>	Self-explanatory
<b>COMPLETE LOCATION ADDRESS</b>	To include, city, state, and zip
<b>LOC. CONTACT NAME</b>	Location Utility Coordinator
<b>CONTACT EMAIL</b>	Location POC
<b>CONTACT PHONE</b>	Self-explanatory
<b>CONTACT FAX</b>	Self-explanatory

### AGENCY PAYMENT INFORMATION

<b>Funds Commitment Document Number</b>	Provide the FMFI Funds Commitment Document (FCD) number. Must be created prior to establishing new accounts in AXIS. FCD # is 10 digits and begins with a '76'. Example: 7600023242
<b>Funds Commitment Line Item #</b>	Annotate line item number that applies to this account. Must be 3 digits. Example: 001, 002
<b>% Paid</b>	Annotate how much the FCD and corresponding line item should pay towards the invoice. Example: 100%

*Two lines have been provided for the FCD information, you to allow more than one line on a FCD to be charged. If additional space is needed, add to Comments at the bottom of the form.*

### UTILITY INFORMATION

<b>UTILITY NAME</b>	Same as on invoice
<b>UTILITY CONTACT</b>	Self-explanatory, if known
<b>UTILITY PHONE</b>	Self-explanatory, if known
<b>METER #</b>	Exactly as listed on invoice
<b>ACCOUNT #</b>	Exactly as listed on invoice