

FAST Document Identification Codes

The following prefix codes are used in the document reference field to identify the originating department (or person) for financial transactions that are posted to FAST. Please contact the appropriate person directly with any questions about your transaction(s).

Prefix	Reserved for	Contact Email	
BA	Bank Transactions	banking@uvic.ca	Bank Entries
BD	Budget Development	budgdept@uvic.ca	Budget Entries
BP BR	Accounts Receivable	fastar@uvic.ca	Bad Debt Provision

Prefix	Reserved for	Contact Email	Purpose
IC	Chrome River Claims	accountspayable@uvic.ca	Chrome River Claims
IE	Electronic Invoice Feeds	apfeeds@uvic.ca	Electronic Invoice Feeds
IM	Bookstore Invoice Electronic Feeds	payments@uvic.ca	Bookstore Invoices
INFS	Network Services	systems@uvic.ca	Various System Charges
KY	Accounts Payable	payments@uvic.ca	Kyocera Canada Ltd
MR*	Mail Room	zroberts@uvic.ca	Various Mail Charges
MK	Marketing Batches	crichter@uvic.ca	Marketing Charges
MN	Accounts Payable	payments@uvic.ca	Monk Office Supply
MO	Accounts Payable	accountspayable@uvic.ca	Moneris Fees
PC	Commercial Card	ccard@uvic.ca	Scotiabank Visa Commercial Card
PD*	Printing and Duplicating	printing@uvic.ca	Manual Printing and Duplicating
PHOT	Graphic & Photography	crichter@uvic.ca	Photographic Charges
PO	Purchase Order	purchase@uvic.ca	Purchase Orders
RS	Research Accounting	researchaccthelp@uvic.ca	Research Accounting Journal Entry
RI SP	Accounts Payable A	payments@uvic.ca	Ricoh Canada Inc.