LOUISIANA STATE UNIVERSITY

Louisiana State University
Office of Accounting Services
Bursar Operations
125 Thomas Boyd Hall

REQUEST FOR SALES AND SERVICES WORKDAY CUSTOMER NUMBER AS547

To request a Workday Customer Number, please complete this request and e-mail it to bursar@lsu.edu or fax the request to 225-578-3969.

Once the customer is established, the requestor will be notified via e-mail. For any assistance with the established account, please contact Danielle Lavergne at dlavergne@lsu.edu.

SECTION 1: REQUESTOR INFORMATION

Name	
Department (if internal request)	E-mail
Phone Number	Fax Number
Reason Needed	

SECTION 2: ACCOUNT/CONTACT INFORMATION

Student Organization ☐ Yes ☐ No

Company Name		Phone Number
Billing Address		
City	State	Zip Code

Statement Delivery Preferred Method ☐ E-mail ☐ Mail ☐ Fax

Contact Name	Contact Phone Number
Contact E-mail	Alternate E-mail (if needed)
Work Order # (Facilities Services Only)	

FOR ACCOUNTING SERVICES USE ONLY

Customer Group ☐ Sales and Services – Control Account ☐ Sales and Services - Other

Workday Customer Number _____

Approved by _____ Date _____