

What to Send to BF-Accounting Email Inbox

- Transfer Vouchers
- Wire Payment Requests (International Vendors)
- W8-BEN/W8-BENE (International Vendors- Setup)
- Check Deposit Inquiries
- Year End Accruals
- Month and Year End Close Inquiries

accounting@memphis.edu

What to Send to Accounts Payable Inbox

- Invoice and Vendor Inquires
- Cancel Check Memo/Stop Payment & Reissue
- Setup of vendor/ W-9
- Vendor Change of Address
- Vendor Direct Deposits (ACH)

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What to Upload with the Vendor Transmittal Payment Portal

- Check Request
- Invoice
- Payment to Contractors
- Research Participants Requests
- Cash and Meal Reimbursements- Students/Guests

<https://myuofm.memphis.edu/>

Under the Finance or Employee tabs

What to Send to Shared Services Inbox

- University Travel Questions
- Completed Student/Guest Travel Reimbursement Claims
- Travel Purchase Orders Inquiries Student/Guest
- Request to De-Obligate/Close Travel Purchase Orders
- Request for Student/Guest Future Year Travel Purchase Orders
- Chrome River Travel Inquiries

sharedservices@memphis.edu

What to Send to Tax General Accounting Inbox

- University Tax-Related Questions
- Request for Tax-Exempt Forms
- Request for University W-9 Form
- International Requests to Complete Paperwork for W-4 and Scholarship

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What to Send to Financial Accounting and Reporting Inbox

- Create New Indexes
- Salary Redistributions

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