In order to avoid any delay with responding, please address your inquiry to the appropriate email box only.

(Please do not email one in-box and cc the other nor an individual as this could result in duplications)

The email in-boxes are routinely monitored throughout the day.

• Accounts Payable Inbox (accountspayable@memphis.edu)
• BF-Accounting Inbox (accounting@memphis.edu)
• Financial Accounting & Reporting Inbox (bffin@memphis.edu)
• Tax General Accounting Inbox (taxaccounting@memphis.edu)
Information AP Inbox Should be Receiving:

1. Invoices and Invoice Inquiries
2. Cash and Meal Reimbursements
3. Check Requests
4. Payment to Contractors
5. Travel and Supply Advances
6. Research Participant Requests
7. Vendor Inquiries
8. Cancel Check Memo / Stop Payment and/or Reissue
Information AP Inbox Should be Receiving:

9. Setup of W-9

10. Vendor Change of Address

11. Employee and Vendor Direct Deposits

12. Credit Application
Information BF-Accounting Inbox Should be Receiving:

1. Transfer Vouchers
2. De-obligation of Travel Purchase Orders
3. Travel Purchase Orders Inquiries
4. Wire Payment Requests
5. W8-BEN/W8-BENE
6. Month and Year End Close Inquires
Information Financial Accounting and Reporting

Inbox Should be Receiving:

1. Create New Indexes
2. Salary Redistributions
Information Tax General Accounting Inbox
Should be Receiving:

1. 1099 MISC and NEC Inquires
2. 1042 US Source Income of Foreign Person Inquires
3. International Student Inquires
4. Sales and Use Tax
5. W-9 Requests for University of Memphis
6. Tax Exempt Certificates