WHAT TO SEND WHERE: E-MAIL GROUPS
Accounting Departmental Email In-Boxes

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 (bfin@memphis.edu)
• Tax General Accounting Inbox (taxaccounting@memphis.edu)
• Shared Services Center Inbox (sharedservices@memphis.edu)
Information AP Inbox Should be Receiving:

1. Invoices and Invoice Inquiries
2. Cash and Meal Reimbursements – Students/Guests
3. Check Requests
4. Payment to Contractors
5. Research Participant Requests
6. Vendor Inquiries
7. 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
13. Chrome River Non-Travel Inquires
Information BF-Accounting Inbox Should be Receiving:

1. Transfer Vouchers
2. Wire Payment Requests
3. W8-BEN/W8-BENE
4. Month and Year End Close Inquires
5. Check Deposit Authorization
Information Financial Accounting and Reporting Inbox Should be Receiving:

1. Create New Indexes
2. Salary Redistributions
Tax General Accounting Inbox

Information Tax General Accounting and Inbox Should be Receiving:

1. University-Tax Related Questions
2. Requests for Tax-Exempt Forms
3. Requests for University W-9 Forms
4. Internationals Requests to Complete their Paperwork for W-4s and Scholarships
Information Shared Services Inbox Should be Receiving:

1. University-Related Travel Questions
2. Completed Travel Reimbursement Claims – Students/Guests
3. Travel Purchase Order Inquiries – Students/Guests
4. Requests to De-obligate/Close Travel Purchase Orders
5. Chrome River Travel Inquiries