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)

accountspayable@memphis.edu
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/Closed 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

taxaccounting@memphis.edu
What to Send to
Financial Accounting and Reporting Inbox

• Create New Indexes
• Salary Redistributions

bffin@memphis.edu