



Florida Atlantic University

Vendor Invoice Requirements

Dear Florida Atlantic University Vendor:

Thank you for your continued partnership with our university. For timely invoice processing, please review the following requirements and update your processes accordingly.

Invoice Requirements:

- Vendor name and remit to address
- Invoice Number
- Invoice Date
- **FAU Purchase Order Number**
- Description of goods and/or services
- Quantity, Unit Cost and/or extended amount for each invoice line
- Total amount due and payment terms

Invoice Submission:

- Invoices should be submitted **directly** to FAU Accounts Payable at accountspayable@fau.edu
 - **One invoice per document** (PDF, preferred)
 - **Do not send duplicate invoices!**

Please note that this email address is **not** monitored for correspondence and should only be used to submit invoices. For questions, please see contact information below.

Questions:

For questions regarding these requirements or for invoice inquiries, please utilize the following methods of correspondence:

- **Email:** APInquiries@fau.edu
- **Mail:**
Florida Atlantic University
Office of the Controller
777 Glades Rd, ADM 10, Room #146
Boca Raton, FL 33431-0991

Thank you for your valued relationship!