



FLORIDA ATLANTIC UNIVERSITY

ACCOUNTS PAYABLE – INVOICE REQUIREMENTS FOR SUPPLIERS/VENDORS

Dear Florida Atlantic University Supplier/Vendor:

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

1. All Invoices are REQUIRED to provide the following information:

- Vendor name and remit to address;
- Invoice Number;
- Invoice Date;
- **FAU Purchase Order Number – the PO number MUST be current and valid for this Fiscal year**
- FAU Contact Person and/or Department;
- Description of goods and/or services;
- Quantity, Unit Cost and/or extended amount for each invoice line; and
- Total amount due and payment terms.
 - Please note, FAU's prompt payment policy allows up to forty (40) days for a supplier payment (See **Settlement Reminders on page 2 for additional information**).
- **It is the responsibility of the supplier to submit invoices with the above-referenced information or the supplier may risk non-payment for goods/services.**

2. Invoice Submission:

- Invoices should be submitted directly to FAU Accounts Payable at accountspayable@fau.edu:
 - One invoice per document (**PDF ONLY**)
 - DO NOT SEND invoices in Excel, Word, Msg
 - Do not send duplicate invoices
 - Construction/Facilities or Grant/sub-awards vendors may follow a separate invoice submission process. Please verify this with the FAU dept. contact.
- **Please note, this email address IS NOT monitored for correspondence and MUST only be used to submit invoices. For questions/inquiries regarding invoice submission and/or approval status, please see contact information below.**

3. Questions:

For questions/invoice inquiries, please utilize the following methods of correspondence:

- Email: APInquiries@fau.edu
 - **Please allow 24-48 hours for our Accounts Payable Team to review and respond to emails received.**
- Mail: Florida Atlantic University
Procurement/Accounts Payable Services
777 Glades Rd, ADM 10, Room #146
Boca Raton, FL 33431-0991