Information required to issue billing:

- Complete NAME of Individual/Company to be billed
- Complete ADDRESS of where bill is to be mailed
- CONTACT NAME of someone in the company
- EMAIL address of vendor contact and/or billing EMAIL address
- If company requires it, provide THEIR PURCHASE ORDER NUMBER
- DESCRIPTION of item or services we are billing for
- AMOUNT to be billed
- Your AU ACCOUNT NUMBER (department GL #) to be credited. If you know the AR Detail Code, please provide that
- Include any ATTACHMENTS you want sent with the billing
- Your AU CONTACT INFORMATION as the individual requesting Firms to issue a bill.

EMAIL THE REQUIRED INFORMATION TO:  FIRMS@ANDREWS.EDU
OR:     INTERCAMPUS MAIL TO      FIRMS 0780

** IMPORTANT **  If payment is mailed to you/your department in error, please DO NOT deposit the check. Forward the check to FIRMS DEPT 0780 to be deposited in order to clear the outstanding balance of the bill. (Otherwise your customer might receive another bill.)