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
- 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.)**