



Dear FIU Supplier,

Please be advised that Florida International University has implemented a proactive approach to mitigate and respond to the Coronavirus (COVID-19). As a precaution, the Accounts Payable staff will be working remotely to pay our suppliers. Accordingly, we are requesting that all invoices for which you are seeking payment be sent electronically to invoices@fiu.edu. This will assist in the processing of your invoices as timely as possible. Invoices should be sent in PDF format only and only one invoice should be sent per PDF file.

University suppliers who have not submitted authorization to receive payments electronically via ACH are highly encouraged to do so at this time.

- Authorization may be provided by filling out the [EFT Authorization Form](#).
- Upon completion, this form should be forwarded via email to vendors@fiu.edu.

Given the current circumstances, electronic payments are the best option to provide a timely issuance of payment by the University. The University will be executing three check runs per week (Monday, Wednesday, and Thursday) to issue vendor payments. Checks will be mailed to the address on record; however, the sustainability of mailing physical checks in the long term is dependent on the circumstances and developments that seem to be continually changing and are beyond our control.

We appreciate everyone's patience and understanding as we adjust and adapt as a community. For any questions regarding the status of the EFT update to your supplier profile, please email vendors@fiu.edu. For any questions regarding your invoices and/or payments, please contact a member of the Accounts Payable staff. The contact information is available at the following link: http://finance.fiu.edu/controller/QL_AccountsP.html. One of our staff members will get back to you within 24 hours. If you do not receive a response within 24 hours, please contact Liza Del Campo at (305) 348-3889 or ldelcam@fiu.edu. For additional information please visit: http://finance.fiu.edu/controller/QL_AccountsP.html

Thank you,

Office of the Controller
Florida International University