



FLORIDA
INTERNATIONAL
UNIVERSITY

Important Changes – Please Read – Invoice Requirements

Dear Florida International University Vendor:

In an effort to expedite payments, the FIU Accounts Payable Department will make changes in how we process invoices. In anticipation of the changes, please make note of the following:

- Invoices should be submitted to Accounts Payable directly
- E-mail is the preferred method of delivery.
 - invoices@fiu.edu – this e-mail address should be used for invoices ONLY, no inquires of any kind. This e-mail account will interface directly with our payable system and will NOT be monitored by AP staff. Do not use the body of the e-mail for questions/comments or other correspondence.
 - PDF format only. **One invoice per PDF.**
 - All other correspondence can be sent to payables@fiu.edu
- Mailing Address:

Florida International University
Office of the Controller
11200 SW 8th Street, CSC 310
Miami, FL 33199
- There are limited transaction types that are not required to have purchase orders. If you do not have a purchase order number, please call your FIU contact prior to submitting an invoice to AP. If a PO is required, payment will not be processed.
- The following departments and/or types of expenses have unique payables processing procedures which require that vendors send the invoices directly to the departments. These [invoices](#) SHOULD NOT be sent to the above Accounts Payable Office address, as it will delay the processing of your payment:
 - Utilities - Facilities and/or Construction Contracts
 - Library - Foreign Vendors
- Minimum Invoice Requirements:
 - Vendor name
 - Remit to address
 - Valid FIU purchase order number and FIU contact name
 - Invoice number
 - Invoice date
 - Description of goods and services
 - Quantity delivered by line item and cost per item
 - Total amount due and payment terms
 - **Must NOT be hand written**

If you have any questions regarding the above, please contact Liza Del Campo at (305) 348-3889.