

ACCOUNTS PAYABLE / TRAVEL

University Services Building, Room 402
888 N Euclid Ave
PO Box 210158
Tucson, AZ, 85719

Ofc: 520-621-9097
Fax: 520-626-1243

www.fso.arizona.edu

General Information for University of Arizona Vendors

The Financial Services Office (FSO) - Accounts Payable is pleased to welcome you as a vendor and partner with The University of Arizona (UA). The goal of this information is to assist you with understanding our policies and procedures to ensure timely and accurate payments and reporting of vendor invoices.

Vendor requirements - The University of Arizona will require one of the following forms prior to any payments being issued:

- **IRS W9 Form** - Federal Income Tax Law requires the University to maintain our vendor Taxpayer Identification Number (TIN) on file. An IRS W-9 form provides the University with the payee's TIN and gathers vital information required to establish the vendor in the University's financial system. Vendors may use either of the following forms:
 - The University's Substitute W-9 Form available at <http://www.fso.arizona.edu/sites/default/files/ap/Substitute%20W-9.pdf>, or
 - The IRS Form W9, available at <https://www.irs.gov/uac/About-Form-W9>

W9 Forms must be submitted to the University by one of the following methods:

Fax: 520-626-1243

Mail: University of Arizona – Financial Services Office
1303 E. University Blvd, Box 5
Tucson, Arizona 85719-0521

- **Independent Contractor Form (ICON)** – For individuals conducting business with the University of Arizona such as consultants, guest speakers, etc. This form is utilized to determine if the individual should be treated and reported as an independent contractor or hired as a University employee based on the work being performed. This form obtains an individuals' Tax Identification Number (TIN) and other vital information to establish the vendor in the University Financial System.
http://www.fso.arizona.edu/sites/default/files/ap/iIndependent_Contractor_Form.pdf

1099 Tax Reporting - The University of Arizona is not required to submit Form 1099 MISC for Corporations, tax-exempt organizations, government agencies or other exempt payees. However, the law requires that the University maintains individual vendor TIN (Tax Identification Number) in addition to providing vital information for tax reporting purposes. If you conduct business as an individual or sole proprietor, your TIN number may be your social security number; otherwise your Federal Employer Identification Number serves as your TIN.

Payment Procedures - In order for invoices to be paid by FSO-Accounts Payable, the following criteria must be met:

- All Purchase Order invoices must be submitted directly to Accounts Payable. Invoices billing the University of Arizona may be submitted via one of the following methods:
 - Email: invoices@fso.arizona.edu
 - Mail: University of Arizona – Financial Services Office
1303 E. University Blvd, Box 5
Tucson, Arizona 85719-0521
- The University of Arizona processes a high volume of invoices daily and maintains an established process of paying invoices based on the Accounts Payable 'received date'. It is imperative that invoices be sent directly to Accounts Payable in order to ensure efficient processing and timely delivery of payments.
- A Purchase Order number should be supplied with invoices sent to Accounts Payable. Invoices will experience a delay without the appropriate association with a University of Arizona Purchase Order.
- The University of Arizona provides several methods of payment based on the vendor and departmental requirements for timely payment as follows:
 - **University PCard (Visa)** method allows the vendor to be paid the day the invoice is approved by the departmental representative.
 - **Automated Clearing House (ACH)** allows the University of Arizona to deposit invoice payment(s) directly into the vendor designated bank account. To use this service, contact Accounts Payable at 520-621-9097 or accts_pay@fso.arizona.edu to request the required form.
 - **Domestic Wire Transfer** allows the University of Arizona to wire transfer funds same day directly into the vendor designated bank account. This method of deposit requires departmental approval and a \$15 wire transfer fee. To use this service, contact Accounts Payable at 520-621-9097 or accts_pay@fso.arizona.edu to request the required form.
 - **Foreign Wire Transfer** allows the University of Arizona to wire transfer funds directly to a foreign entity via US Dollars or Foreign Currency based on the vendor invoice details. This method of deposit requires departmental approval and a \$15 wire transfer fee. To use this service, contact Accounts Payable at 520-621-9097 or accts_pay@fso.arizona.edu to request the required form.
 - **Foreign Drafts** allows the University of Arizona to print a foreign draft in foreign currency and mail to the foreign entity based on the vendor invoice details. This method requires departmental approval and a \$5 draft fee.

- Vendors are highly recommended to provide a monthly aging report or statement for all accounts associated with the University of Arizona directly to Accounts Payable at the following:
 - Email: accts_pay@fso.arizona.edu
 - Mail: University of Arizona – Financial Services Office
1303 E. University Blvd, Box 5
Tucson, Arizona 85719-0521

Arizona Sales and Use Tax

The University of Arizona **is not** an exempt entity for Arizona sales and use tax. Arizona statutes exempt individual purchases from sales tax on a purchase-by-purchase basis. If the University determines that a specific purchase can be exempt from AZ sales tax, an exemption certificate is provided to the vendor, which can only apply to that single purchase. For all other purchases, vendors should charge appropriate sales tax. For additional information on the University of Arizona's taxability, please see our website at www.fso.arizona.edu/tax-services/az-sales-use or contact Tax Compliance at (520) 621-1957

Please feel free to contact FSO-Accounts Payable for questions, concerns, or assistance. We look forward to working with you and to a long term partnership with the University of Arizona.

Contact information:

Phone:	(520) 621-9097
Payment Inquiries:	accts_pay@fso.arizona.edu
Submit Invoices:	invoices@fso.arizona.edu
Physical Location:	University Services Building 888 N. Euclid Ave Room 402 Tucson, Arizona 85719
Mailing Address:	University of Arizona – Financial Service Office 1303 E. University Blvd, Box 5 Tucson, Arizona 85719-0521
Accounts Payable Manager:	Andrea Lee alee@email.arizona.edu 520-626-2089
Assistant Director Operations:	Tammy Strom tammyv@email.arizona.edu 520-626-5276
Financial Services Office Website:	www.fso.arizona.edu