Dear University of Arizona Vendor

Financial Services - Accounts Payable is happy to welcome you as a vendor and partner with The University of Arizona (UArizona). The goal of this information is to assist 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 your 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:

  W9 Forms must be submitted to the University by one of the following methods:
  - Secure Document Upload: [www.fso.arizona.edu/accounts-payable/upload](http://www.fso.arizona.edu/accounts-payable/upload)
  - Mail: University of Arizona – Financial Services
    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. (NOTE: If an ICON form is being completed, a W-9 will not be required)
  - [www.fso.arizona.edu/sites/default/files/2019-03/independent_contractor_form.pdf](http://www.fso.arizona.edu/sites/default/files/2019-03/independent_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’s 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
The University of Arizona processes a high volume of invoices daily and maintains an
established process of paying invoices based on the ‘date received’ in Accounts Payable. It is
imperative that invoices be sent directly to Accounts Payable in order to ensure efficient
processing and timely delivery of payments. Additional information on submitting invoices to
ensure timely payment:

- A Purchase Order number should be supplied with invoices sent to Accounts
  Payable. Invoices will experience a delay without the appropriate University of
  Arizona Purchase Order number.

- All Purchase Order invoices should be submitted directly to Accounts Payable.
  Invoices billing the University of Arizona may be submitted in one of the
  following methods:

  - Email Listserv: invoices@fso.arizona.edu
  - Secure Document Upload (for invoices with security information only): www.fso.arizona.edu/accounts-payable/upload
  - Mail: University of Arizona – Financial Service
    1303 E. University Blvd, Box 5
    Tucson, Arizona 85719-0521

Payment Methods
The University of Arizona provides several methods of payment based on the vendor and
departmental requirements for timely payment as follows:

- **JP Morgan Chase Single Use Account (SUA) card (MasterCard)** is the
  most efficient, secure and quickest method of payment from the
  University. This method allows the vendor to be paid the day after an
  invoice is approved by the departmental representative. A secure email
  will be sent directly to the vendor’s designated email address and will
  contain the credit card information, amount, and remit information. For
  additional information, or to set up payment on this program, contact
  Accounts Payable at 520-621-9097 or accts_pay@fso.arizona.edu.

- **Automated Clearing House (ACH)** allows the University of Arizona to
deposit invoice payment(s) directly into the vendor’s designated bank
  account. Payments made via ACH are completed on Tuesday and
Thursday unless they fall on a Holiday. To on-board to this method of payment, 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 directly into the vendor designated bank account. This method of deposit requires departmental approval and a $15 wire transfer fee. To request a wire transfer form please contact Accounts Payable at 520-621-9097 or accts_pay@fso.arizona.edu

- **Foreign Wire Transfers** allows the University of Arizona to wire transfer funds directly to entities in foreign countries 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 request a wire transfer form please contact Accounts Payable at 520-621-9097 or accts_pay@fso.arizona.edu

- **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.

**Statements / Past Due Notices**

Invoices that are past due by 45 days or more should be submitted to Accounts Payable with a valid Purchase Order for immediate payment. Accounts Payable does not review vendor statements and invoices exceeding 45 days should be submitted via one of the methods listed below:

- Email: invoices@fso.arizona.edu

- Website: Accounts Payable Document Upload  
  www.fso.arizona.edu/accounts-payable/upload

- Mail: University of Arizona – Accounts Payable  
  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 Arizona Form 5000 State Tax exemption certificate will be 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 Financial Services - Tax Services at (520) 621-1957

Please feel free to contact Financial Services-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
Secure Document Upload www.fso.arizona.edu/accounts-payable/upload

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@arizona.edu
520-626-2089

Accounts Payable Manager: Juanita Sanchez
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Director: Accounts Payable: Tammy Strom
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Financial Services Website: www.fso.arizona.edu