Dear Millersville University Faculty and Staff,

Since Millersville University’s physical offices are closed due to COVID-19 pandemic, the accounts payable team is working on some process changes to ensure that bills are paid in a timely fashion. We request your collaboration in this matter.

- Accounts Payable will contact all vendors who submit paper invoices and have open Purchase Orders as of 3/27/20 to start submitting all invoices electronically to accounts.payable@millersville.edu.
- As electronic invoices are received in Accounts Payable email, they will be routed via email for appropriate approval and/or confirmation of goods/service receipt. Receiving department will enter the goods receipt as appropriate.
- Departments which receive invoices directly from the vendors are requested to scan and email invoices for payment process, with proper approvals to accounts.payable@millersville.edu and reach out to those vendors to start forwarding invoices directly to the accounts payable email.
- All approvals for payments should be sent via email along with the Purchase Order (PO) number or Direct Payment (DP) form as the case maybe - no routing of paper invoices or signatures is necessary. Please use “Invoice # ..... in the amount of $..... is approved for payment” as a standard.
- Accounts Payable will contact vendors who receive payments by check and strongly encourage them to sign up to receive payments electronically via Automatic Clearing House (ACH). ACH payments reduce the need to print physical copies of checks and is a faster way of receiving payments. An ACH request form needs to be completed by the vendor and emailed via secure email to accounts.payable@millersville.edu. For more information and access to the ACH request form please visit the accounts payable webpage. https://www.millersville.edu/accounting/accountspayable.php
- Those vendors who continue with the option of payment by check may experience delays in payments.

Departments which are expecting invoices from vendors in the near future are requested to communicate this information regarding sending invoices electronically and converting to ACH method of receiving payments and direct them to accounts payable webpage for further information. https://www.millersville.edu/accounting/accountspayable.php

If you have any questions, please contact accounts.payable@millersville.edu. We greatly appreciate your cooperation during this unprecedented time.

Thank you,

Tammy Aument-Martin

Director of Accounting and Budget Office