



Office of the President

TO: Students, Faculty, Staff & Vendors

FROM: David Hall, President *D.H.*

DATE: August 14, 2013

SUBJECT: Accounts Payable Automated Clearing House (ACH) Authorization

In furtherance of one of my Presidential goals to expand the electronic processing of documents related to regular business practices within the University, I am pleased to announce the availability of the ACH/Electronic payment process which allows you the option of having your payment(s) processed directly to a bank account of your choice. The new Accounts Payable electronic process will begin on September 1, 2013. As a result of recent upgrades to the University's financial system, we now are able to offer electronic processing of ALL payments through the ACH/Electronic payment process. It's fast, easy and efficient! Each time a payment is processed, you will receive an email notification detailing the invoice numbers, dates and amount of payments applied to your account.

The attached form, "**Vendor Payment Authorization Form**," will be used for ALL (except Payroll) ACH/Electronic payments. The information collected on this form will be used by the University of the Virgin Islands to transmit payments for ALL reimbursements, advances, stipends, service invoices, purchase orders, etc., by electronic means to your financial institution. Incorrect or incomplete information may delay or prevent the receipt of payment through the ACH Payment System. Individuals must notify UVI immediately regarding any changes occurring at their financial institution that may delay or prevent the receipt of payments. ACH payments will be processed according to our current disbursement schedule. Cancellation of ACH payments must be submitted in writing. Send all correspondence to the address listed below.

To receive payments electronically, complete the attached form and return electronically to ap@myuvi.net or by mail to the following address:

**University of the Virgin Islands
Accounting Department
2 John Brewers Bay
St. Thomas, VI 00802**

If you have questions or need assistance please contact the following employees:

Sharleen A. Fahie, Accounting Supervisor
Phone: 340-693-1431
Fax: 340-693-1436
E-mail: sfahie@live.uvi.edu

Derby Cameron, Accountant
Phone: 340-693-1454
Fax: 340-693-1436
E-mail: dcamero@live.uvi.edu



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VENDOR PAYMENT AUTHORIZATION FORM

Account Holders/Name: _____

Tax Identification Number (TIN): _____

Employee Identification Number (EIN): _____

****Bank Name:** _____

****Bank Routing Number:** _____

****Account Number:** _____

Select one: Checking Savings Ideal Acct

Remit Address(s) for Vendor Account: _____

****Telephone #:** _____

****Email Address for payment notification:** _____

****Authorized Signature:** _____

****Printed Name:** _____

Title: _____

ACH/Electronic Set up Type: Faculty _____ Student _____ Staff _____

Vendor: Local: _____ International: _____ State Side: _____

**** Required Fields**

To receive payment electronically, complete this form and return electronically to ap@myuvi.net, or by mail:

University of the Virgin Islands
Accounting Department
#2 John Brewers Bay
St. Thomas, VI 00802*9990