

## Accounts Payable Mailboxes

Type of Invoice	Email/Deliver to:	Subject Line:	Attachment:	Info on the Invoice
Invoices on a PO initially sent to campus departments.	<a href="mailto:invoicescan@admin.umass.edu">invoicescan@admin.umass.edu</a>	PO# & Vendor Name	Scanned PDF of invoice & Business Expense Form (if required) and/or departmental signature if $\geq$ \$1,000 & blanket order	PO #
Invoices coming directly from our external vendors to AP	<a href="mailto:externalvend@admin.umass.edu">externalvend@admin.umass.edu</a>	PO# & Vendor Name	Scanned PDF of invoice	PO #
Manual disbursement vouchers (DV) & single payment vouchers	<a href="mailto:dvouchers@admin.umass.edu">dvouchers@admin.umass.edu</a>		Scanned PDF of DV & support (one file) or Scanned pdf of single payment voucher & support (one file)	
Rush payments	<a href="#">Email invoice directly to your designated AP staff person found by clicking here.</a>	PO# & Vendor Name	Scanned PDF of invoice & Business Expense Form (if required) and/or departmental signature if $\geq$ \$1,000 & blanket order	PO #
Any type of invoice/voucher	Accounts Payable (UMASS Amherst) 100 Venture Way, 3rd Floor Hadley MA, 01035			<a href="#">PO # (if applicable) &amp; name of AP staff.</a> <a href="#">Click here for staff</a>
For new (non foreign) vendor requests and updates	<a href="mailto:vendors@admin.umass.edu">vendors@admin.umass.edu</a>		Scanned W-9	
For new foreign vendor requests and updates	<a href="mailto:smartin@umass.edu">smartin@umass.edu</a>		Scanned W-8, W-8BEN, W-8BEN E	