

Accounts Payable (AP)* Address Request

*For payments including expense reimbursements and advances, NOT relating to payroll

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Return to sharedservices@memphis.edu, please include the PO number associated with the travel.	
Name:	
U Number:	
Remit-to-Address:	
City:	
State:	
Zip Code:	
E-mail Address (REQUIRED):	
Telephone Number:	
Purchase Order Number:	
hereby authorize the University of Memphis to change my AP address.	
I understand this authorization applies only to my AP record and does not effect my payroll direct deposit information.	
Signature: Date:	