

Instructions:

Return to shareservices@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:

I 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: _____