University of North Florida Commercial Card Payment Initiative

Dear Valued Supplier:

The University of North Florida recently launched an Accounts Payable solution to pay our suppliers with automated Visa card payments. Our goal is to optimize our commercial card program in order to improve process efficiency and working capital management, as well as reduce the cost of processing check transactions.

As a key supplier of UNF, we would like to begin paying you using Visa Commercial Card instead of by check or other payment methods.

Specific benefits you may experience when you accept payment by Visa Commercial Card:

- Accelerated payment and improved cash flow
- Reduced paperwork and streamlined accounts receivables process
- Real-time notifications for each card payment
- Complete remittance detail to support efficient receivables posting
- No changes or modifications to your existing card acceptance procedures

This is an important initiative for the University of North Florida and, as such, we anticipate the support of our supplier community. UNF intends to pay suppliers who participate in our payables automation program upon approval of invoices; which may result in significant payment acceleration. A UNF representative will be contacting you in the coming weeks to discuss this initiative.

How it Works:
Upon enrolling, you will receive an email containing your username and password to a secure web portal. In the future, you will receive an automated email notification alerting you to login to obtain the pertinent details of the transaction including the Visa card account and the amount to charge.

To Enroll:
To enroll in this new payment arrangement, please have an authorized company representative complete the below fields for each appropriate remittance address and email/fax your acknowledgement to UNF@emailserviceteam.com or fax 866-935-484:

<table>
<thead>
<tr>
<th>Company Name</th>
<th>Remittance Address</th>
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<tbody>
<tr>
<td>City</td>
<td>State</td>
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<tr>
<td>Zip</td>
<td></td>
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<tr>
<td>Contact Name</td>
<td>Contact Title</td>
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<td>Contact Phone</td>
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Remittance Email(s)*:

*This is either a Receivable Dept email or designated person to process card transaction payments.
Please contact the UNF Enrollment Team at 800-326-4811 or by email at UNF@emailserviceteam.com with questions or for further assistance.

Thank you in advance for supporting our program.

Sincerely,

University of North Florida
Treasury Department