



## University of North Florida Commercial Card Payment Initiative

Dear Valued Supplier:

The University of North Florida has 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 a call from SunTrust representative supplying you with your VISA card information. In the future, you will receive an automated e-mail notification that a payment authorization has been issued which will include pertinent details of the transaction including last 4 digits of 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 or [PCard.SEP@suntrust.com](mailto:PCard.SEP@suntrust.com) or call 855-465-0317.

Company Name:	
Remittance	
City:	
State:	
Zip:	
Contact Name:	
Contact Title:	
Contact Phone:	
Remittance	

\*This is either a Receivable Dept email or designated person to process card transaction payments.

Thank you in advance for supporting our program.

Sincerely,

**Treasurer's Office**