In order to expedite vendor payments and increase security, Central Michigan University has implemented an accounts payable card program using the VISA card platform and vendors will receive payment through this method in the same manner as they do when they accept other credit card payments. The primary benefits to vendors are the expedited receipt of cash, increased efficiency by not having to deal with paper checks, less exception handling by eliminating lost or reissued checks and also increased security.

There are two enrollment options available through the program that are available based on vendor needs. They are:

**Option 1 (desired):** Enroll in the single use card program where you will receive a single use card number through an email authorization and remittance advice each time a payment is issued.

**Option 2:** You initiate taking the payment. Provide a point of contact within your organization who will be able to keep the VISA card account number on file. Upon receipt of an email remittance advice, you will be authorized to charge the VISA card in the same manner you would process other card transactions.

All invoices and credit memos are still submitted through the CMU Payable Accounting office as they currently are and vendors draw the entire original payment amounts that are issued. A vendor choosing not to be paid via this method will be paid using 1.5%/N15 payment terms for each payment made by check. This discount will be taken from the payment prior to issue.

**To Enroll:**

Please circle one of the options above that is preferred and complete the following information:

VENDOR NAME:_____________________________________

Contact name:_______________________________________ Phone:___________________

Email address for remittance advice:_______________________________________________

Please return this form to Payable Accounting, 302 Warriner Hall, Mt. Pleasant, MI 48859, or fax it to 989-774-1442. If you have any questions or believe you have received this notice in error, please call 989-774-3523.