

From: Works [mailto:WorksNoReply@works.com] On Behalf Of Florida State University
Sent: Wednesday, October 21, 2009 11:38 AM
To: vendor@emailaddress.com
CC: epayments@admin.fsu.edu
Subject: Florida State University Remittance / (Vendor Name)

Remittance Advice for **Vendor Name** / 000001234500101(FSU Vendor ID#). To receive payment for the invoice(s) below, please draft the total amount of

\$25,989.00 AS A SINGLE TRANSACTION

on your dedicated Florida State University VISA card with the account ending in **1234**. If your merchant terminal imposes a lower transaction limit, please process multiple drafts in the largest dollar increments accepted by your merchant terminal totaling \$25,989.00. By charging the amount shown as a single transaction within three business days you will significantly reduce the possibility of payment complications.

If you support level 2 transactions, please use Customer Code: 70000028

If you have any questions or need assistance, please reply via e-mail to epayments@admin.fsu.edu or contact the following:

Dawn Snyder (850) 644-1851
Riley Kinney (850) 644-5294
Mike Anestor (850) 645-6594

Invoice Date	Invoice Voucher	Comments	Gross	Disc	Amount
09/21/2009	32415-IN	00507402 (Additional Comments i.e. Customer Number)	100.00	0.00	\$100.00
05/20/2009	85286-IN	00651197	25,889.00	0.00	\$25,889.00
TOTAL:				\$25,989.00	

Thank You,

Florida State University Accounts Payable

FSU record identifiers: REQ00001041 , 70000028