

Business Information – The University of Memphis
Letter of Credit

About The University of Memphis

Click on the Web page <http://www.memphis.edu> for links to current University information.

Purchasing Policy

Purchases made with University funds must comply with University Purchasing Policy, <http://policies.memphis.edu/UM1507.htm>, TBR Purchasing Policy 4:02:10:00, <http://www.tbr.edu/policies/default.aspx?id=1044>, and the laws of the State of Tennessee.

Currently, University orders may be placed through the Tigerbuy eProcurement System with an approved University purchase order or Purchasing Card Program (less than \$5,000). Both purchasing methods are administered by the University's Procurement Services Office. Solicitation of bids/proposals is the responsibility of the University's Procurement Services Office. To receive bid and purchase opportunities, vendors must register in the Tigerbuy system at <https://bf.memphis.edu/tbuy/>.

Authorized Signatures

No employee of the University has authority to make purchase commitments, enter into any contract for goods or services, or otherwise take action with respect to third parties which may be construed as financially binding to the University except through the authority of Procurement Services, unless specifically authorized in writing by the President of the University. Procurement Services is responsible for receiving bids and entering into negotiations with vendors.

Billing Instructions

Submit a two-part invoice within five (5) days after shipment of material. Invoice must include the purchase order number and applicable cash/trade discounts. Cash discounts will be computed from the date correct invoices are received. Send separate invoices for each and every shipment to:

Accounting Office
The University of Memphis
275 Administration Building
Memphis, TN 38152-3370

Taxes

The University is exempt from federal excise and State of Tennessee sales tax. Appropriate certification of exemption will be furnished upon reasonable request.

Federal ID Number – furnished upon request

Bank Reference

First Tennessee Bank
901-523-4247

Credit Reference

DUNS Number 055688857

Note: Data provided on this Web site is for general information purposes only. Nothing contained herein shall be construed or is intended to amend, modify, override, or nullify any statute, rule, policy or procedure of The University of Memphis or Tennessee Board of Regents.