

FEDERAL EXPRESS PAYMENTS:

Federal Express will invoice the college for items that you have sent via FedEx; or when you receive a FedEx letter or package via FedEx, when you have advised the shipper to have FedEx bill the College.

Please follow the instructions below for payment of your Federal Express Air-bill:

1. FedEx users will no longer need to create a disbursement request for \$20.00. Instead, when filling out the FedEx Air-bill slip, please include the six digits Cost Center to be billed in section #2 of the Air-bill slip, titled "Your Internal Billing Reference"
2. Immediately forward the original Air-bill slip to Accounts Payable for processing. Accounts Payable will generate the necessary Disbursement Request for you.
3. Please retain a copy of the Air-bill slip for the Cost Center Administrator to use as a reference when approving the online Disbursement Request that was generated by the Accounts Payable Department.
4. Please do not use your Purchasing Card (P-Card) for Fed Ex purchases, as the College does not receive a reduced rate when this form of payment is used.

BCC's Federal Express account IS NOT FOR YOUR PERSONAL USE. The FedEx Air-bill has a place for the sender to use their personal credit card, which you may use if you need to send something FedEx.

If you have any questions, please feel free to contact the Accounts Payable Department at extension 7441.

To all Broward Community College Employees:

In order to more efficiently complete payments to FedEx, the Accounts Payable Department has designed a new internal billing procedure. Currently, all FedEx users create a Disbursement Request for \$20.00 after each mailing. The user then forwards the Disbursement Request with a copy of their FedEx Airbill slip to Accounts Payable. This procedure will be eliminated as of May 11th 2008. FedEx users will no longer need to create a disbursement request for \$20.00. Starting May 12th, 2008, when filling out the FedEx Airbill slip, please include the six digit Cost Center to be billed in section #2 of the Airbill slip, titled "Your Internal Billing Reference" and immediately forward the original Airbill slip to Accounts Payable for processing. Accounts Payable will generate the necessary Disbursement Request for you. Please see the attached example. It is also important that you retain a copy of the Airbill slip for the Cost Center Administrator to use as a reference when approving the online Disbursement Request that was generated by the Accounts Payable Department. Also, please do not use your Purchasing Card (P-Card) for Fed Ex purchases, as the College does not receive a reduced rate when this form of payment is used. Thank you in advance for your cooperation. If you have any questions, please feel free to contact the Accounts Payable Department at extension 7441.
