

# EMAIL INVOICE SUBMISSION

Submit Invoices to: [AP-Invoices@bussvc.wisc.edu](mailto:AP-Invoices@bussvc.wisc.edu)

Note: This address is for the sole purpose of emailing invoices; do *not* send any other type of correspondence to this address.

## REQUIREMENTS:

- Invoices must be sent in pdf format
- You must provide one pdf for each invoice
  - Do the files need to be specifically named? No
  - Does each invoice need to be in a separate email? No

If you have any questions or concerns, please contact:

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Vendors M-Z Sandy Bolson 608-262-1527 [Sandra.Bolson@wisc.edu](mailto:Sandra.Bolson@wisc.edu)