



Office of Business and Fiscal Affairs

Greetings,

In accordance with the State of Georgia Executive Order regarding the move to electronic funds transfer as a standard method of payment, Savannah State University is requesting vendor payment information in order to make payments for invoices through ACH/EFT payment.

What do I as a vendor do to receive ACH/EFT payments from Savannah State?

1. In order to process electronic payments to your organization, Savannah State needs additional information. All vendors will need to complete the Direct Deposit for AP form that is located on our website at: <https://www.savannahstate.edu/comptroller/business-compliance/comptroller-forms.shtml> or print out and email to: accountspayable@savannahstate.edu. Once payment is processed, you will be emailed a payment advice from our system.
2. If you are already set up to receive payments using electronic funds transfer with Savannah State University, please ignore this notice.

Please contact Accounts Payable if you need additional information or for questions concerning this request. Our Accounts Payable Supervisor, Erika Ancrum, may be reached at (912) 358-4052 or ancrume@savannahstate.edu.

Sincerely,



Edward Jolley, Jr.
Vice President of Business and Financial Affairs