



WESTERN MICHIGAN UNIVERSITY

Accounts Receivable General Information

Completion of University Invoices

To obtain the standard [University Invoice Form], please call AR at (269)387-4243. If departments have questions regarding the standard University Invoice form, please call (269) 387-4246.

To complete the Standard University Invoice form, please enter the following information on the form:

1. Western Identification Number (WIN #)
2. Fund and Cost Center (where revenue is to post)
3. Name of Department
4. Date
5. Object Code (where revenue is to post)
6. Quantity
7. Description of Service or materials
8. Amount of each item
9. Total
10. Student/Business name and address

Please mail or give the Customer their copy. The department will keep the Department copy. Please forward a copy to AR. AR will post the charges to the Student/Business account. If your department is posting its own invoices you do not need to forward the A/R copy to AR. However, AR may contact you for a copy of the invoice if the account becomes delinquent so retaining the copy is necessary.

Please forward all payments for invoices loaded to Banner to Cashiering (with the WIN # on the check). This money should not be deposited into your fund and cost center. Your fund and cost center has already received credit for the revenue when the invoice was posted to the Student/Business account on Banner.

Employee Accounts

An employee can have a Banner account for such charges as Tuition & Fees, Day Care, Health Center Charges, and other miscellaneous fees. All employees are responsible for paying tuition & fees the first day of the semester. The use of an employee account is a privilege. All payments need to be made when due.

Obtaining Western Identification Number (WIN #) for New Accounts

To obtain a WIN # for a new account, please call Accounts Receivable at (269)387-4243. Please have the name of the account, address, and phone number ready when calling. AR will check to see if there is currently an active Banner account number already set up. If an account number already exists, this number will be provided to the department. If not a Banner account number will be set up.

Posting of Charges to Banner

This is available for those departments that have been given authorization to post their own departmental charges. Please call AR at (269)387-4224 to inquire about approval for posting charges to Banner and procedures for posting charges.

Third Party Billings

Third Party Billing is where the University bills a company, embassy, or other organization that is paying your tuition and fees. Any student who is sponsored by a Third Party must submit a letter of authorization on the company/organization's letterhead. The authorization must include:

1. Student's Name
2. Western Identification Number (WIN #)
3. Semester/Year(s) Covered
4. Specific Classes Covered (or the amount or maximum credit hours they will pay)
5. Address and Phone Number of the Third Party payer

The letter of authorization must be received no later than three weeks prior to the start of the semester. Please send your authorization to Accounts Receivable, Western Michigan University, 1903 West Michigan Avenue, Kalamazoo, MI 49008-5210.

Accounts Receivable will send an invoice to the Third Party after the drop/add period. Payment is due upon receipt of the invoice and is not contingent upon the student successfully completing the course. Please call (269)387-4251 with any questions about Third Party accounts.