



December 12, 2011

University of North Texas System Vendors:

This letter serves as official notice that the University of North Texas System, University of North Texas, University of North Texas at Dallas, and University of North Texas Health Science Center have changed the billing address to:

Business Service Center  
Payment Services  
1112 Dallas Dr. Ste. 400  
Denton, TX 76205 USA

The UNT System Business Service Center is pleased to accept your invoice electronically at [invoices@untsystem.edu](mailto:invoices@untsystem.edu). If you send an invoice to this address, please do not send duplicate copies to additional emails or by US mail. Payment inquiries should not be sent to this address. Payment inquiries should be directed to [bsc@untsystem.edu](mailto:bsc@untsystem.edu).

Please note that no commitment for materials, equipment, or services may be made without an approved purchase order. The Business Service Center Director of Purchasing and designated buyers have been delegated the responsibility and authority to issue these forms of legal contracts as binding agreements between the institution and its vendors. The official purchase order contains an authorized purchase order number and signature.

Please don't hesitate to contact me if you have any questions.

Regards,

Carolyn Cross, CPPB  
Director of Purchasing  
UNT System Business Service Center  
[carolyn.cross@untsystem.edu](mailto:carolyn.cross@untsystem.edu)