Unifirst invoices are to be paid by Pcard. Please follow the instructions below. Do not prepare a blanket PO for their services. DO NOT send in the driver's slips to finance, keep them for your records.

During the first week of every month, you will be emailed your statement for the prior month's charges. Attached with that statement will be the itemized invoices. Upon verification that the billing is correct, send an email with your school's name in the subject line to dawren_nunez@unifirst.com. In the body of the email, include the following information:

1) Your customer number which is in the "Ship To" box.
2) The total for which you are authorizing payment.
3) Your contact phone number.
4) The LAST four numbers of your Pcard.

IF the total you are authorizing is not the same as the statement balance, clearly explain which invoice(s) you are not paying or paying for a different amount. Attach a scanned copy of the changed invoice to the email. If there are no changes, you do not have to attach any documentation

If your card number changes or you need to speak to a person, Didi's phone number is 352-629-7141

IMPORTANT – since no PO is created, the money will not be encumbered so you need to put money in the appropriate line and leave it there.

Call if you have any questions.