



August 12, 2026

Dear Accounts Receivable / Credit Manager:

University of Pittsburgh is engaged in a review of its disbursement process. We have hired Broniec Associates to assist us in this endeavor. Accordingly, please send a current open item statement or accounts receivable aging of your account activity with **University of Pittsburgh**. Provide commentary on account issues where appropriate.

Account activity should reflect the following types of transactions:

- Open invoices/credit memos
- Uncashed Refund Checks
- Unapplied cash/cash on account/overpayments
- Rent or CAM adjustments
- Deposits & prepayments
- Customer-owned inventory, equipment or other property

We have established a separate PO Box, fax number and email address for responses. Please return the requested information using one of the methods listed below.

Please include the reference number listed above in your response.

**Mail: AP Review Team
PO Box 1388
Norcross, GA 30091-9986**

**Fax: (800) 915-7761
Email: StatementRequest@Broniec.com**

A business reply envelope is enclosed for your convenience.

If you have any questions, please contact our office at **(800) 557-7888** for further clarification. Your prompt response to our request will be noted and appreciated. Thank you for your cooperation.

Sincerely,

Kelly Friedel

Kelly Friedel
Accounts Payable Auditor
kfriedel@pitt.edu

Please provide information in the event clarification is needed:

Contact Name

Telephone Number

Fax Number

E-mail Address

Your A/R Account Number for Us

*****Please include the reference number listed below in your response.**