

Accounts Payable Processing Schedule

Please plan your purchases, including meals and travel, enough in advance to follow the normal processing schedule for checks and direct deposits.

1. Travel Claims, Check Requests, Contracts and other supporting documents must be received with all required signatures in the Business Office (not Business and Finance Office) no later than 4:30 pm on the Monday before the payment is to be processed.
 - **Example:** Check Request for food for a student event needed on April 11. You should do the check request in time for the approvals and for the form to be in the Business Office for processing on or before Monday, April 2nd, to be paid on Thursday, April 5th.
2. Checks print on Thursday each week. Direct Deposits process on Wednesday each week. If a holiday occurs on the scheduled printing date, then the payment will be processed on the last working day before the holiday.

The only exceptions will be utility payments and RUSH checks. The Business and Finance Office will review all RUSH check requests to determine the appropriate payment cycle. Please indicate on the check request form if you are requesting a rush check.

If you have questions or concerns, please contact Gerri Helms (Ext. 3586) or Vickie Clark (Ext. 3582).