2018 HOLIDAY PAYMENT PROCESSING DEADLINES

The Office of Disbursements requires at least **10 business days** to process payments, depending on the type of payment. Occasionally, additional time may be required, based on volume of transactions. The volume of requested payments generally increases significantly at calendar year-end.

To ensure payments are processed (and mailed) before the holidays, please note the following deadlines:

**THANKSGIVING HOLIDAY**
The University will be closed for the Thanksgiving holiday, on Thursday, November 22\textsuperscript{nd} and Friday, November 23\textsuperscript{rd}. The University will reopen for business on Monday, November 26\textsuperscript{th}.

**REQUEST DEADLINES:**
- Travel Expense Reimbursements: Wednesday, November 7\textsuperscript{th}, 2018
- PO Payments (Goods/Services/Etc.): Wednesday, November 7\textsuperscript{th}, 2018
- Payment Request Form Entry Payments: Wednesday, November 7\textsuperscript{th}, 2018

**WINTER BREAK**
The University will be closed for Winter Break Monday, December 24\textsuperscript{th} through Friday, January 4\textsuperscript{th}. The University will reopen for business on Monday, January 7\textsuperscript{th}.

**REQUEST DEADLINES:**
- Travel Expense Reimbursements: Friday, December 7\textsuperscript{th}, 2018
- PO Payments (Goods/Services/Etc.): Friday, December 7\textsuperscript{th}, 2018
- Payment Request Form Entry Payments: Friday, December 7\textsuperscript{th}, 2018
- Wire Transfer Requests: Friday, December 14\textsuperscript{th}, 2018

**Note:** Departments should continue to submit requests for payment after the deadline date. While we will prioritize requests received on or before the published deadline, later requests will be processed in order of receipt.

**IMPORTANT CONSIDERATIONS:**
Deadline refers to the date complete documentation is provided/available to Disbursements. Complete documentation includes (the following is not all-inclusive):

- For all transactions, ensure there are adequate funds available to cover the invoice/reimbursement amount, transactions are coded to the correct expense account, and correct vendor remit addresses are available/updated in the system.

**Travel Expense Statements (TES).** A TES must be delivered or uploaded via SharePoint to the Office of Disbursements, 75 Piedmont Ave, Suite 1200 and stamped received by Disbursements by close of business by the deadline. The TES must be tied to an approved Travel Authorization (PO), bear proper signature approvals, include appropriate
documentation and receipts, and include any required memo/s of justification, where applicable. Employee/Student addresses must be updated in Spectrum, even for payment by EFT.

Note: The TES must be submitted on the current form and should be completed as the form is designed. We highly recommend that you save and use the following link for each submission to ensure the correct form is being submitted. Contact TravelTeam@gsu.edu with any questions.

- Link: https://finance.gsu.edu/tools/
- Select “Forms”
- Select “Travel and Relocation”

- **PO transactions** — Enter either the appropriate Quantity Receipt or Cost Receipt by the deadline. Invoice must also be received by the deadline, via: 1) hand delivery to Disbursements, or 2) emailed to Disbursements, (note: *if an invoice is scanned into a non-catalog PO, Disbursements must be notified using the PantherMart comments or by Outlook email*) or 3) received through the US Mail (by the deadline). Disbursements cannot process payments based on a quote or a pro forma document.

- **Independent Contractor/Consultant Payments (Non-Catalog PO)** — Include Contract/consulting agreement, Contract Routing Form, E-Verify Affidavit, SPCW Form (updated version), Consultant Payment Authorization Form (CPA) and vendor’s invoice. Include receipts for reimbursable expenses, online mileage calculator (MapQuest or Google Maps) for mileage claims, and any required memo/s of justification, where applicable. A PantherMart cost receipt must be completed for services rendered.

- **Payment Request Form Entries** - Vendor invoices (or payment documents) must be scanned into PantherMart as an attachment prior to the deadline. (Please do not deliver or email Payment Request Form documents). *Exception: Moving Expense Reimbursement documents must be delivered to Disbursements or uploaded via SharePoint as they contain confidential/sensitive information.*
  - Reimbursement requests must be accompanied by proof (and method) of payment, as well as an itemized listing detailing what is being reimbursed.
  - Food reimbursements (non-travel related) must include an itemized receipt.
  - A memo, which may replace an invoice in certain circumstances, such as payment of an honorarium, must be attached to the Payment Request Form entry. The memo should detail who is being paid, the address of the payee, the purpose/reason for the payment, the date of the engagement, and the amount of the honorarium.
  - Complete documentation includes invoice or memo to detail payment, itemized receipts, proof of payment, SPCW Form (personal services-including honorarium), and an agenda/flyer where applicable, etc. Appropriate documentation must be attached to the Payment Request Form transaction by the deadline.

- **WIRE TRANSFER REQUESTS:**
  - Purchase orders for wire transfer requests must be entered into Spectrum “if” a purchase order is required for a transaction (based on Purchasing’s guidelines). (Due to system limitations, a PantherMart PO cannot be used for a wire transfer request).
- Ensure PO is fully approved through workflow. Contact Purchasing with a request to have the PO dispatched (required for all Spectrum POs). Also, be sure to forward a copy of the documentation to Purchasing for their records.
- Deliver full documentation to Disbursements (Wire Transfer Request Form with original signatures of approval, and all payment documentation attached) by the close of business on Friday, 12/14/18, to ensure payment is made and recorded by 12/21/18.
- Requests for the Wire Transfer form should be emailed to Disbursements. We will only send the form to staff GSU email accounts.
- Instructions for completing the Wire Transfer Request form can be found using the following link: Wire Transfer Request Instructions.

Thank you for all your efforts throughout the year!

Happy Holidays,
Office of Disbursements
AccountsPayable@gsu.edu
TravelTeam@gsu.edu