

2020 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 26th and Friday, November 27th. The University will reopen for business on Monday, November 30th.

REQUEST DEADLINES:

Travel Expense Reimbursements	Friday, November 13 th , 2020
PO Payments (Goods/Services/Etc.)	Friday, November 13 th , 2020
Payment Request Form Entry Payments	Friday, November 13 th , 2020
Wire Transfer Requests	Friday, December 20 th , 2020

WINTER BREAK

The University will be closed for Winter Break Monday, December 21st through Friday, January 1st. The University will reopen for business on Monday, January 4th.

REQUEST DEADLINES:

Travel Expense Reimbursements	Friday, December 4 th , 2020
PO Payments (Goods/Services/Etc.)	Friday, December 4 th , 2020
Payment Request Form Entry Payments	Friday, December 4 th , 2020
Wire Transfer Requests	Friday, December 11 th , 2020

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.

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.

Thank you for your efforts throughout the year. Stay Safe!