2021 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 25th and Friday, November 26th. The University will reopen for business on Monday, November 29th.

REQUEST DEADLINES:
- Travel Expense Reimbursements    Wednesday, November 10th, 2021
- PO Payments (Goods/Services/Etc.)    Wednesday, November 10th, 2021
- Payment Request Form Entry Payments    Wednesday, November 10th, 2021
- Wire Transfer Requests    Friday, November 19th, 2021

WINTER BREAK
The University will be closed for Winter Break Monday, December 20th through Monday, January 3rd. The University will reopen for business on Tuesday, January 4th.

REQUEST DEADLINES:
- Travel Expense Reimbursements    Friday, December 3rd, 2021
- PO Payments (Goods/Services/Etc.)    Friday, December 3rd, 2021
- Payment Request Form Entry Payments    Friday, December 3rd, 2021
- Wire Transfer Requests    Friday, December 10th, 2021

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!